

JOPLIN JUNIOR COLLEGE

BULLETIN

1948 - 1949

Joplin Junior College

Joplin, Missouri

**ANNOUNCEMENTS AND
GENERAL INFORMATION**

ISSUE FOR

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A C C R E D I T E D

University of Missouri

State Department of Education

Member American Association of Junior Colleges

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JOPLIN PUBLIC SCHOOLS

Board of Education

1948 — 49

MEMBERS

Mark D. Henderson
F. Nelson Christman
Joe Harding
John F. Wilson
Jack Fleischaker
Herbert Van Fleet

OFFICERS

Mark D. Henderson, President
Joe Harding, Vice President
Virgil H. Board, Treasurer
F. Nelson Christman, Secretary
Roi S. Wood, Superintendent of Schools

JUNIOR COLLEGE CALENDAR

1948 — 49

1948

SEPTEMBER 8 - 10	Orientation Period
SEPTEMBER 13 - 9:00 a. m.	Faculty Conference
SEPTEMBER 13 - 1:00 p. m.	Sophomore Registration
SEPTEMBER 14 - 9:00 a. m.	Freshman Registration
SEPTEMBER 15	Classes Convene
NOVEMBER 25 - 26	Thanksgiving Holidays
NOVEMBER 29	Classes Reconvene
DECEMBER 20 - JANUARY 3	Christmas Holidays

1949

JANUARY 3	School Reconvenes
JANUARY 26	First Semester Ends
JANUARY 31	Registration for Second Semester
FEBRUARY 1	Classes Convene
APRIL 15	Easter Holiday
MAY 27	Class Day
MAY 29	Baccalaureate
JUNE 3	Commencement Exercises

1949

JUNE 8	Registration for Summer Session
JUNE 9	Classes Convene
AUGUST 5	Summer Session Ends

Faculty 1948 - 1949

Administration

Roi S. Wood	President and Superintendent of Schools Culver-Stockton College A. B., Central Wesleyan College A. M., University of Missouri
Harlan Bryant	Dean B. S., Southwest Missouri State College A. M., University of Missouri Ed. D., University of Missouri
R. W. Baker	Director Vocational Education Four years trade experience A. B., Central College A. M., University of Missouri
Theo Hart	Registrar B. S., Southwest Missouri State College Graduate Work, Hardin-Simmons University Muskogee, Oklahoma Business College
Edith Gorman	Librarian B. S., K. S. T. C., Pittsburg, Kansas George Peabody Library School
Margaret Burke	Secretary to the Dean Associate in Business Joplin Junior College
Marvel Watkins	Secretary to the Director Vocational Education

Instructors

V. L. Anderson	Mechanical Drawing B. S., Southwest Missouri State College Stout Institute, Menomonie, Wisconsin Graduate Work, University of Missouri
Arthur Boles	Art Chicago Art Institute
Leitha Rue Bonds	Piano Calhoun School of Music, Joplin. Studied with Helen Scoville
Ada Coffey	Literature A. B., A. M., University of Kansas

Lucille Downer	Physical Education
B. S., University of Wisconsin	
Graduate Work, University of Wisconsin	
Edna C. Drummond	Zoology and Botany, Dean of Women
B. S., A. M., George Peabody College	
Claude B. Gilbert	Auto Mechanics
Twenty-nine years trade experience	
Harry C. Gockel	History, Economics Geography
A. B., A. M., Washington University	
Carl L. Graham	Welding and Sheet Metal
Fifteen years trade experience	
University of Missouri	
Marie A. Guengerich	Piano
Graduate, Calhoun School of Music, Joplin. Studied with Helen Scoville, Maurice Dusmenil, John Thompson, Wiktor Labunski, Albert Mirovitch. Student in University of Chicago, 1918. President, Missouri Music Teachers Association, 1935-1936.	
L. Buryl Harman	Piano
Graduate, Chicago Musical College. Studied piano under Dr. Edward Collins, Leopold Godowski, Percy Grainger and Dohnanyi; history under Herbert Witherspoon; harmony under Felix Borowski and Laura Drake Harris; counterpoint under Dr. Weslie Laviolette and composition under Dr. Arnold Volpe.	
Cleetis Headlee	English
B. S., A. M., University of Missouri	
E. A. Henning	Spanish
B. S., A. M., University of Missouri	
E. B. Hill	Speech
A. B., Southwest Texas State College	
Graduate Work, University of Missouri	
Evelyn Hinton	Voice
B. S. in Music Supervisorship, Kansas State Teacher's College. Student of George Winter, Joplin; John Wilcox, Denver; Percy Rector Stevens, New York; Cesare Sturani, New York; Student of Organ two years, Columbia University, New York.	
Arnold E. Irwin	Social Science
B. S., K. S. T. C., Pittsburg, Kansas	
A. M., University of Missouri	

Cooper C. Kelly	Machine Shop
	Fourteen years trade experience
	University of Missouri
Ellis Kindred	Auto Mechanics
	Twenty-eight years of trade experience
	K. S. T. C., Pittsburg, Kansas
	University of Missouri
Mae Marshall	Piano - Organ
	Calhoun School of Music, Joplin. Studied with Henoit Levy.
	Studied organ with Arthur Dunham, Chicago; Dr. Wm. C. Carl,
	New York; harmony and counterpoint with Frank Wright,
	Brooklyn; Memorization and Analysis with Winslow Cheney,
	New York.
Ernest L. McClymond	Physics
	B. S., Central Missouri State College
	Southwest Teachers, Gunso, Colorado
	University of Missouri
Martha Ann McCormick	Mathematics
	Ph. B., A. M., University of Chicago
Theo M. Nix	Music
	B. A., Oklahoma Agricultural & Mechanical College
	M. M., University of Tulsa
Edgar Parker	Body and Fender
	Eight years trade experience
Loren Parker	Body and Fender
	Eight years trade experience
Mary Bingham Porter	Violin
	Graduate, Drake School of Music, Chicago. Graduate work at
	Von Ende School of Music, New York. Special study with
	Sametini, Chicago Musical College, and Jacques Gorden, New
	York. Master Classes of Leopold Auer.
Eu'a Ratekin	Chemistry
	A. B., A. M., University of Missouri
Catherine W. Selves	Mathematics
	B. S., Northeast Missouri State Teacher's College
	A. M., University of Chicago
Dillard F. Smith	Auto Mechanics
	Twenty years trade experience

Lela A. Smith	English
	A. B. and B. S., Drury College
	A. M., George Peabody College
Oliver Sovereign	Voice
	Studied with Vincent Hubbard and Stephen Townsend, Boston; Louis Graveure and Enrico Rosati, New York. Director, Handel and Haydn Society, Joplin. Choral Director of State of Missouri Federation Music Clubs. Vice-President, Music Teachers Assn.
Lillian Spangler	French and German
	A. B., A. M., University of Missouri
Linn Stair	Physical Education
	B. S., Southwest Missouri State College
	Iowa State College
Vera Margaret Steininger	Stenography and Typewriting
	A. B., University of Kansas; A. M., Columbia University
	Central Missouri State College
	Sarachon Hooly School of Secretarial Training
Paul R. Stevick	Philosophy and Sociology
	A. B. Southwestern College, Winfield, Kansas
	S. T. B., S. T. M., Boston University
	Ph. D., University of Iowa
Dorothy A. Stone	Stenography, Typewriting, Accounting
	B. S., A. M., University of Missouri
Howard G. Weaver	Carpentry
	Three years trade experience
	Joplin Junior College
	University of Missouri
Carl H. Well	Electric and Acetylene Welding
	Fifteen years trade experience
	University of Missouri
James Willey	Chemistry
	A. B., University of Kansas
Nira Wright	Voice
	Graduate, Lamperti-Valda School of Singing, Paris. Studied with John S. Van Cleve, Cincinnati; Mme. Richards Claggett, Dallas; Mme. Johan Hess Burr and William Nelson Burritt, Chicago; Mme. Anna Zeigler, Mm. Valda and Frantz Prochowski, New York.

Section I

GENERAL INFORMATION

The information given in this catalogue is for the school year 1948-1949 only. Changes may be made at any time. Any student registered in Joplin Junior College should refer to his catalogue frequently to guide his progress here. He will find statements there on almost any problem that may arise. All decisions will be based on what is stated in the catalogue. Any individual, interested in attending Joplin Junior College, can find all details of requirements for registration, fees, and all other matters herein.

HISTORICAL STATEMENT

The Joplin Junior College opened September 6, 1933 in its own building at Fourth and Byers Avenue. Blaine Hall on Fifth and Byers Avenue was dedicated November 1, 1946; simultaneously Blaine Hall Cafeteria began serving; and the Lion's Den, an all-student recreation room was opened. The new Vocational Building on Thirteenth and Pearl was dedicated March 21, 1948. G. I. City on Thirteenth and Murphy Avenue was opened to veterans for the Spring Term, 1947.

From the beginning of its existence the Joplin Junior College has been a public school, directed and sponsored by the Board of Education; hence, the Superintendent of Schools for Joplin acts, also, as the President of the College. The first president was E. A. Elliott. His presidency extended from 1938 to 1944. Roi S. Wood became president in 1944 and is still president of the Joplin Junior College. He is definitely interested in furthering the progress of the College. Under his leadership the college has added Blaine Hall, G. I. City and the new Vocational School. The first Dean of the College was H. E. Blaine who retired at the end of the school year, 1946-1947, after ten years with the College. Blaine Hall was so-named in honor of his years of service. Dr. Harlan Bryant became Dean of the College in 1947.

ORGANIZATION

The Joplin Junior College comprises the following divisions:

Arts and Science

Terminal

THE COLLEGE YEAR

The college year comprises two semesters and one summer session. Each semester is eighteen weeks and the summer term is eight weeks. Two semesters constitute an academic year.

LOCATION

The Joplin Junior College is located at Fourth and Byers Avenue, within walking distance of the business district and bus terminals, accessible by highways and on inter-urban bus routes. Blaine Hall is on the corner of Fifth and Byers, adjacent to the College. The Vocational School is located at Thirteenth and Pearl and likewise, is easily accessible by various means of transportation. G. I. City at Thirteenth and Murphy is on an inter-urban bus route as well as being within walking distance of the College.

EQUIPMENT

Grounds and Buildings:

The College and Blaine Hall campus is located at Fourth and Byers. In the College building the rooms are large and well lighted; the halls and stairways are wide and commodious. There are rooms in the basement for typing, office machines, drawing and the library. On the second floor the offices of the Dean and his secretary, the office of the Registrar, the auditorium-gymnasium, and several recitation rooms. On the third floor are the laboratories, recitation rooms and the faculty office.

The Vocational School is located at Thirteenth and Pearl. This large building contains the automobile shop, carpenter shop, machine shop, sheet metal shop, welding shop, recitation classrooms and the office of the Director of Vocational Education. This is one of the best equipped technical schools in this section of the country.

In Blaine Hall are the Blaine Hall Cafeteria, one recitation room, offices of the Chart (school newspaper) and of the Cross-roads (school annual), and the Lion's Den which is a recreation room for all students.

Blaine Hall Cafeteria has the facilities for serving several hundred students. The policy of the Cafeteria is to serve well-balanced meals at a very low cost to the students. Student help tends to keep prices to a nominal amount.

The College Library plays an integral part in the educational development of the students. The 6,000 reference volumes have been carefully selected and offer an exceptional collection of standard and recent materials in research in every field covered by the various curricula.

A dictionary card catalog with author, title, subject and analytics entries, the current issues of eighty magazines and cosmopolitan newspapers, a "Browsing Corner" and ready reference volumes are in the reading room. Back issues of magazines and newspapers, an indexed vertical file and a subject-arranged pamphlet collection are housed in the stack-room and are available for use at any time by students and faculty members.

Current issues of magazines and books placed on reserve reading lists are checked for over-night use only; all books not so reserved may be checked for one-week periods.

An expansion program for the library includes additional reading-room space, a greatly enlarged stack-room, individual stack carrels and a conference room for student committees and faculty groups.

The College gymnasium also serves as an auditorium. All football games are played at Junge Stadium, Thirteenth and Murphy and basketball games are usually played in the Memorial Hall Building located at Eighth and Joplin Streets.

G. I. City constructed in dormitory style and apartments offers accommodations for 16 single veterans and 20 families. All rooms are beautifully painted, very clean and adjacent to bath facilities. Linens are furnished the single veterans.

PUBLICATIONS OF THE COLLEGE

The Crossroads, the school annual, has been published each year since the College was opened. Each year the annual is the product of a student staff with faculty sponsors. It is an honor to be chosen Editor of the Crossroads, Business Manager of the Crossroads, or even on the staff which is limited to a very few. Recently student photographers have added much to the student interest in the annual. Every student is urged to have his picture made for the annual; likewise, each organization is urged to respond with group pictures and other pictures of interest.

The Chart, the school newspaper, is traditional with the College. With a student staff and faculty sponsors, the Chart endeavors to publish advance news and to record events of interest to all. Approximately 10 issues are published each school year. There is always a special for the Christmas season and the close of the year. Advertising from local merchants helps finance the paper. Students are eager to be an editor or a reporter on the Chart staff.

The Alumni-Student Organization sends out at least two bulletins entitled JOPLIN JUNIOR COLLEGE NEWS each year besides an announcement concerning the annual Alumni-Student Banquet.

Joplin Junior College Bulletin is published annually April 15.

ADMISSION

The office of the Registrar has charge of all matters pertaining to admissions in the College. Inquiries regarding entrance to the College should be addressed: Office of the Registrar, Joplin Junior College, Joplin, Missouri.

ADMISSION TO THE FRESHMAN CLASS

Counseling Examinations are required of all first semester freshmen entering in the fall of 1948.

The Joplin Junior College is open to all Freshmen. There are two plans for admission to the freshman class: 1. Plan A provides admission by certificate or transcript of record without examination. The applicant must have passed his high school course with satisfactory marks, and he must be officially recommended by his school. His high school course of study must have included the specific subjects or units required by the curriculum he wishes to enter. The diploma will not be accepted as a credential: and the proper form of certificate or transcript signed by the principal or superintendent must be sent to the Office of the Registrar. 2. Plan B provides admission through the USAFI examination on the high school level with a score of 45 on at least four parts and not less than 35 on any one of the five parts. All transcripts received in the Office of the Registrar are placed on file and become the property of the Joplin Junior College. Each applicant for entrance in the College fills out the Personal Reference Sheet at the time of his first enrollment.

Subjects Accepted for Admission under Plan A: The entrance units which may be accepted in satisfaction of the specific requirements for admission and the maximum and minimum number of units in each subject which may be offered, are presented in the following list:

Subject	Max. Min.	Subject	Max. Min.
English	(5—3)	*** American Problems	1—1
Grammar, Composition and Literature	4—3	Early European History	1—1
Speech	1—1—2	Later European History	1—1
Mathematics	(4—1)	Geography	1—1—2
*General Mathematics	1—1	Economics	1—2—1—2
Algebra	2—1	Sociology	1—2—1—2
Plane Geometry	1—1	Government	1—2—1—2
Solid Geometry	1—2—1—2	Internat'l Relations	1—2—1—2
Plane Trigonometry	1—2—1—2	State History	1—2—1—2
Social Studies	(5—1)	Science	(4—1)
Citizenship or Community Problems	1—1	General Science	1—1
**World History	1—1	General Biology	1—1
American History	1—1	Physics	1—1
		Chemistry	1—1
		Botany	1—1—2
		Zoology	1—1—2

Advanced	Foreign Language	(6—1)
Physical Science 1—1	Latin	4—1
Physical Geography 1—1	German	4—1
Physiology 1—1-2	French	4—1
	Spanish	4—1

*General Mathematics does not count toward the requirement in mathematics for admission to the College of Engineering.

**World History may not be accepted with either Early or Later European History.

***American Problems may not be accepted with Economics, Sociology, Government or International Relations.

The remaining units to total fifteen may be selected from the above list or from any other courses accepted by an accredited school for its diploma, with the exception of physical education and military science. Not more than two units in diversified occupations may be offered.

The specific units required by each curriculum are indicated with the complete requirements of each curriculum listed in Section II.

ADMISSION TO THE SOPHOMORE CLASS

Counseling examinations are required of all sophomores matriculating 1948-49.

A student who has been regularly admitted to another college or university of recognized standing will be admitted to the College upon presentation of a certificate of honorable dismissal and official transcripts of records of high school and college work, provided his scholastic record has been satisfactory. Should the applicant be accepted on probation he cannot be candidate for a degree until his average is an M in which case the probation would be removed. Claims for advanced standing, in order to receive recognition, must be made by the student within the first semester of entrance. Claims for credit from the service training programs conducted by the various branches of the armed forces must be made within the first semester of entrance. The recommendations of the American Council on Education as set forth in "A Guide to the Evaluation of Educational Experience in the Armed Services" will serve as a basis for granting such credit. In order to be counted toward a degree the credit granted must be appropriate to the student's curriculum. If a student files with the Registrar complete official credentials at least six weeks before the opening of the semester, claims for advanced standing will be passed upon and the student notified before registration.

A student already enrolled in Joplin Junior College, who has completed at least twenty-seven hours with an average of M, is

automatically classified as a Sophomore at the first enrollment after the completion of the twenty-seven semester hours with twenty-seven points.

ADMISSION OF SPECIAL STUDENTS

Anyone over twenty-one years of age who does not qualify for admission as a regular student, but who by reason of special preparation or attainments may be judged qualified to pursue certain courses, will be admitted as a special student though not as a candidate for a degree. In all cases, admission will be granted through the Office of the Registrar.

HEARERS

With the consent of the Registrar and the instructors concerned, students may be admitted to any division as hearers. Hearers must be registered and pay fees, but are not required to take course examinations and shall receive no credit.

ADMISSION OF VOCATIONAL STUDENTS

Any student who enrolls in the Vocational Shops Curriculum must satisfy the requirements of the Vocational Curriculum.

REGISTRATION

No student will be admitted to any curriculum for work for which he is to receive credit after the second Friday following registration day. Fees for late registration must be paid at the time of enrollment.

EXPENSES

Fees: All statements as to fees contained in this catalogue are by way of announcement only for the school year covered by this catalogue; but, even though so stated, the College reserves the right to change any and all fees at any time, without any notice being given in advance of such a change.

Time of Payment of Fees: All fees must be paid in full at the time of registration at the opening of each semester or term as a condition of admission to classes. Registration is not complete until all fees are paid.

Tuition: Tuition is free to all students under 20 years of age who are residents of the School District of Joplin.

Tuition for Non-Residents, or Students 20 Years of age and Over: Students who are non-residents of Joplin, or students who are 20

years of age and over, are required to pay a tuition fee of thirty dollars (\$30.00) per semester. For eight hours or more the tuition is \$30.00. For seven hours or less the tuition is \$2.25 per hour.

Matriculation Fee: A five dollar (\$5.00) matriculation fee is charged all students and is payable at the time they enroll in the Junior College for the first time.

Incidental Fee: All students in the Joplin Junior College are required to pay an incidental fee of eighteen dollars (\$18.00) per semester. This fee includes all expenses required in every course, (except breakage in chemistry laboratory courses, and tuition charges) as well as publications of Chart and Crossroads. Students who are permitted to carry work of from five to eight hours during the semester will be admitted on payment of an incidental fee of eleven dollars (\$11.00) per semester. Students enrolled for credit of four hours or less for the semester will be admitted on payment of an incidental fee of seven dollars (\$7.00).

Textbook and Lock Rental Fee: All textbook and locks are owned by the Joplin Junior College and are rented by the college. Rental deposits are required of all students and refunds on these deposits, when all books and locks are turned in by the student, will be made as follows:

Number of Hours	Amount of Textbook & Lock Rental Fee	Refunds
8 hours or more	\$8.00	\$3.00
5 to 7 hours	\$6.00	\$2.00
1 to 4 hours	\$3.00	\$1.00

A lost book must be paid for before a student is eligible for the refund and before his record can be cleared.

Applied Music Fee: For each course in applied music a fee of thirty-six dollars (\$36.00) per semester will be made and must be paid at the College at the time of enrollment.

Laboratory Breakage Fee: A deposit of one dollar (\$1.00) for breakage is charged for all chemistry laboratory courses. Any unused portion will be refunded at the close of the semester. Should the amount of breakage exceed the deposit, the difference must be paid at the end of the semester in order to clear all records.

Fee for Late Registration: Every student who enrolls after the registration day of each semester must pay a fee of \$1.00 for late registration, in addition to the other fees.

Fee for Change in Program: With the exception of errors made by the College staff, regardless of what change is made in the program, a fee of \$1.00 must be paid for each petition to change a course after the period allowed for changing programs. A student

attending school under the G. I. Bill of Rights is expected to pay his own change in program fee.

Examination Fee: Students absent from a periodic or term examination may be given a special examination at the time set by the instructor upon payment of fifty cents (.50) in advance. The instructor is responsible for requiring a student to show a receipt from the office before administering the examination.

Transcript Fee: A fee of fifty cents (.50) is charged for a duplicate transcript of credits.

Refund of Fees: Students leaving school or dropping courses for which they have paid fees, prior to the fifth week of the term involved, will receive a refund of the fees paid in accordance with the following schedule:

Time of Withdrawal	Amount of Fee to be Refunded
Within the first and second weeks	80 per cent
Within the third and fourth weeks	50 per cent
After the fourth week	No Refund

Scholarships: The Junior College offers a scholarship to the high ranking high school graduates. The scholarship covers the tuition for one year for non-resident students or the incidental fee for resident students. This scholarship may be awarded to a student in the highest one-tenth of the current graduating class. Another scholarship is offered the most outstanding student in either the speech department or the field of athletics.

A limited number of work scholarships are available to students needing help in meeting school expenses. Students interested in obtaining one of these scholarships should make application to the Dean of the Junior College.

LIVING QUARTERS FOR STUDENTS

Students who come from outside Joplin can find sleeping rooms, rooms with kitchen privileges, and small apartments in many private residences easily accessible to the College.

Single veterans will find complete accomodations in the G. I. City for a fee of \$12.00 per month. Married veterans may obtain apartments for \$22.50 per month. For reservations in G. I. City write the Office of Registrar, Joplin Junior College, Joplin, Mo.

STUDENT ACTIVITIES

Student Senate. The Senate is composed of the president, vice president and secretary-treasurer of the student body elected annually from the school at large, the student senators elected from

the classes by proportional representation with the Dean of the College and one other faculty member as advisors.

Y. M. C. A. Men of both faculty and student-body meet for Tuesday noon luncheon and fellowship at the Joplin Y. M. C. A. Varied programs of entertainment and inspiration are arranged by a student committee.

Y. W. C. A. The Young Women's Christian Association, organized in 1938, endeavors to be of service to the women students of the College. It is a comradeship in which every woman of the college may share and offers an opportunity for development and training in leadership, religion and social service. The activities of the Y. W. C. A. are varied enough so that each member may do the type of work that appeals most to her interest. Each member is given an opportunity to do as much work as she desires.

A group of delegates attends the fall and spring conferences of the Y. M. C. A. and Y. W. C. A. and the regional Conference at Hollister during the summer.

The College Theatre is organized for the purpose of promoting interest in dramatic productions. With this purpose in mind the members produce two plays during the school year, and contribute materially to assemblies and other school functions. Membership includes not only those who have met special requirements and shown ability in acting, but students in any field of dramatic work. Make-up, costuming, set designing, publicity management, and stage direction are other phases which are studied by this organization.

Teachers of Tomorrow, the education club of the college, is for prospective teachers only. All members of the education department who are doing satisfactory work are eligible for membership. The purposes of the organization are to promote professional spirit among its members and to aid all school activities which are for the best interest of the college.

Speech. The ultimate purpose of higher education is to develop the ability to think. No school activity is better adapted to this purpose than public speaking. The College is a member of the Missouri Junior College Forensic Association and is the Missouri Gamma Chapter of Phi Rho Pi, national honorary forensic fraternity for junior colleges.

The Joplin Junior College Speech Festival for high schools has been highly successful in the past and is an annual affair.

The College aspires to assume a position of leadership in the field of speech.

Sororities, Fraternities and College Organizations. The sororities and fraternities of the College offer additional social life for the students. Likewise all other clubs of the school are solely interested in making a full college life.

RULES FOR SORORITIES, FRATERNITIES AND CLUBS

1. All clubs or organizations composed of Junior College students, and recognized by the Faculty as college organizations shall submit a constitution for the approval of the Faculty.
2. Membership in these clubs is limited to regularly enrolled students in Joplin Junior College. No student deficient in scholarship or citizenship may become an active member, or remain such, if he later becomes deficient.
3. All clubs shall have a member of the Junior College Faculty as sponsor.
4. No student may belong to two social clubs at the same time.
5. No student may break his or her membership with one organization and seek membership in a like organization until one semester has elapsed from the time he or she has dropped affiliation with the first group.
6. Regular meetings may be held bi-weekly in the college building, the home of one of the members, or in such other place as the Sponsor and Dean may approve.
7. The regular meeting shall be registered in the office of the Dean.
8. Regular meetings shall adjourn not later than 10 p.m.
9. Social gatherings are to be held on Friday or Saturday nights, unless permission is obtained from the Dean's office to be held at another time. These gatherings shall be adjourned not later than 11 p.m. on a midweek date, and 11:30 on Friday or Saturday nights.
10. Dates for all social meetings shall be placed on the calendar with permission of the Dean.
11. Rushing in the Fall shall be completed by the end of the third week of the semester.
12. Not more than two date affairs, only one of which may be a formal dance, may be held each semester by a single organization. No student organization which in any way represents the Junior College before the public or which holds itself to be an organization of Junior College students, may use the name of the Junior College in connection with its name, or in connection with its members as students without the proper faculty or administrative committee.

REGULATIONS, GRADES, DEGREES

Course Numbers: In general the courses with small numbers are the beginning courses. The number of hours of credit given for a course is indicated after the title and explanation of each course. The small letters indicate the semester or semesters in which the course is offered; "f" designates a course offered in the fall semester, "w" the winter semester, and "s" the summer session.

Vocational Courses: In general, the vocational college classes are conducted on a three-hour, five-day week basis providing 7½ hours credit each semester with the remainder of the day being spent in related college courses.

Schedule of Courses: The schedule of days, hours, and rooms for the 1948-1949 sessions will be issued as a separate bulletin in advance of the various sessions.

Definition of Credit Hours: The hour, which is the unit of credit given in the College, is the equivalent of a subject pursued one period per week for one semester of eighteen weeks. Thus a course valued at two credit hours will meet two hours per week for a semester, etc.

Number of Hours: Sixteen hours of work in addition to physical education is the maximum number of hours any student may carry except those students enrolled in Pre-Engineering Curriculum who may carry seventeen or eighteen hours of work, (if they register in the Office of the Registrar the name of the school they plan to attend during their last two years) and those students who are veterans on the honor roll and in their last term of their sophomore year. The approval of that school must be recorded.

Required Work in Physical Education: All men and women students are required to take four semesters of physical education. However, veterans are excused from the Physical Education requirements.

Grading of Students: The following marks are used in grading work: E, S, M, I, F. These are defined as follows: The grade of E indicates rank among the few most excellent students; that of S, rank among the superior students; the grade of M, rank among medium students. The grade of I means that a student is somewhat below average, and the grade of F that he has not accomplished the minimum necessary for passing the subject. If an Incomplete is placed on a grade card, the student must remove the Incomplete within two weeks of the close of the semester in which he received the Incomplete or a grade of "F" is automatically substituted for the Incomplete.

Scholastic Requirements: A student must maintain an average of M on all work carried throughout his college years. If a student has an average of I, he may continue in school but may not be an applicant for a degree. The average of each student is figured on the basis of the number of hours of credit and the number of honor points. (Divide the number of honor points by the number of credits). The honor points allowed for each grade are as follows:

E	3 honor points per credit
S	2 honor points per credit
M	1 honor point per credit
I	0 honor points per credit
F	-1 honor point per credit

CLASS ATTENDANCE

The class is regarded as an instructional unit and responsibility is given to the student for meeting the class experience satisfactorily. Since the coordination of activities is regarded as essential, a regular attendance at class is expected. For further information see: Probation, Suspension, Dismissal.

Probation: A regular student who is placed on probation will be limited to an enrollment of three-fourths of the normal load required for the curriculum which he is pursuing.

Any student who fails 40% of his work will be placed on probation. Any sophomore who fails to make a grade point average of 1 will be placed on probation; and UNSATISFACTORY ATTENDANCE and disciplinary reasons may result in probation.

It is understood that probation will be in effect for the next semester in attendance.

Suspension: A student who is suspended from the college may not re-enroll until after one semester, or more has elapsed.

If a student does not make sufficiently good grades to remove himself from probation during his probationary period, he will be suspended; any sophomore who fails 60% of his work will be suspended; and UNSATISFACTORY ATTENDANCE and disciplinary reasons may result in suspension.

Dismissal: A student will be permanently dismissed from the college when a second suspension is administered. Serious disciplinary reasons may also result in permanent dismissal from the College.

Requirements for Participation in School Activities: To be eligible for participation in contests for the College, students must be doing passing work in at least ten hours.

With the exception of first semester freshmen, to be eligible for participation in athletics, students must have passed in at least ten hours in the preceding semester in school.

Degrees and Diplomas: These are conferred at the close of the second semester of each school year.

To be eligible for graduation the student must complete the requirements of his curriculum and must have accumulated at least 60 hours of credit with an average of M(1 or 60 honor points) and two years of physical education. (See Scholastic Requirements, page 20.) First honors go to those graduates who have a 2.7 average or above; Second honors to those who have 2.4 to 2.7 and third honors to those who have 2 to 2.4 average. A two-year Elementary State Certificate, permitting the student to teach elementary or rural schools of Missouri, is also granted those students who complete the Special Teacher-Training Curriculum for the Elementary Level. The type of degree for each curriculum is listed with the information pertaining to that curriculum.

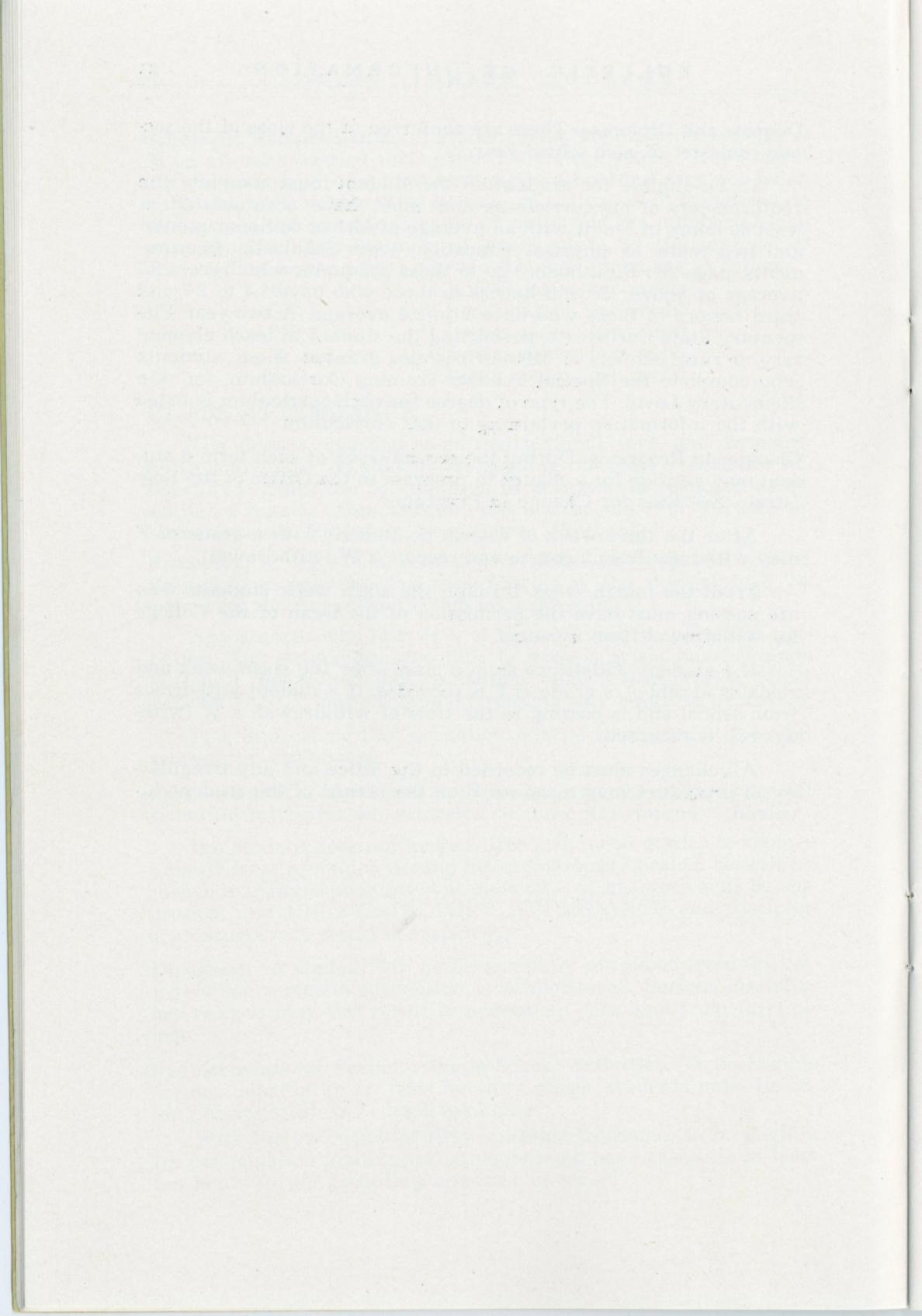
Changes in Programs: During the second week of each term a student may petition for a change in program in the Office of the Registrar. (See Fees for Change in Program.)

After the third week of a term no student with a grade of F may withdraw from a course and receive a W (withdrawal).

From the fourth week through the sixth week students who are passing must have the permission of the Dean of the College for withdrawal from a course.

If a student withdraws from a class after the sixth week and remains in school, a grade of F is recorded. If a student withdraws from school and is passing at the time of withdrawal, a W (withdrawal) is recorded.

All changes must be recorded in the office and any irregularity in procedure may mean an F on the record of the student involved.



Section II

ARTS AND SCIENCE COURSES

All courses listed below are accepted toward the A.B. or B.S. degree and also are used in satisfaction of the requirements of those professional schools requiring two years of liberal arts work for admission. Courses in Applied Music and Art are accepted toward the A. B. or B. S. degree to the extent of eight hours, except Applied Music majors (see page 42).

Total number of hours offered in each subject is shown below:

English Composition and Rhetoric	6 hours	Introduction to Philosophy	3 hours
Foreign Language	55 hours	Hygiene	2 hours
European History	15 hours	Art	12 hours
American History	5 hours	Music Theory	29 hours
Algebra and Trigonometry	7 or 9 hours	English Literature	10 hours
Biological Science	19 hours	Physics	20 hours
Chemistry	23 hours	Analytic Geometry	5 hours
Speech	18 hours	Calculus, Differential and Integral	10 hours
Psychology (General and Educational)	6 hours	Physical Education, required	4 hours
Geography	3 hours	The Family	3 hours
Life and Literature of Old and New Testament	6 hours	General Sociology	3 hours
Elementary Logic	3 hours	Economics	5 hours
State & Federal Government	5 hours	Mechanical Drawing	6 hours
Slide Rule	1 hour	Accounting	12 hours
Engineering Problems	2 hours	Plays and Games	2 hours
Business Law	3 hours	Plane Survey	4 hours

TERMINAL COURSES

Courses in this list are regarded as professional or technical in character and usually are not counted for credit toward a liberal arts degree. These courses are credited, however, in those divisions and curricula where such courses are acceptable.

Shorthand	12 hours	Business Arithmetic	3 hours
Secretarial Procedures	3 hours	Typewriting	12 hours
Elementary School Organization and Management	2 hours	Office Machines	6 hours
Observation and Practice Teaching in the Elementary School	3 hours	Teaching of Arithmetic	3 hours
Children's Literature	2 hours	Public School Music	2 hours
Solid Geometry	3 hours	Band	0 hours
Introduction to Business	3 hours	Applied Music	after 8 hours
Specialized Machines	3 hours	Plane Geometry	3 hours
Technical Mathematics	5 hours	Vocational Shop Courses	All Hours Offered
Technical Science	5 hours	Teaching of Language Arts	3 hours
		Teaching of Social Studies	3 hours
		State Courses of Study	2 hours
		Business Communications	3 hours

ARTS AND SCIENCE CURRICULUM

Degree: Associate in Arts

1. Entrance Requirements:

The minimum requirements for regular admission to this curriculum in the college call for 15 units earned in an acceptable high school. To be admitted to the Arts and Science Curriculum at least 11 units must be in non-vocational subjects. The following units are required of registrants in Arts and Science:

English	3 units
Mathematics	1 unit
Social Science	3 units
Science	1 unit

2. Courses required for the Arts and Science Curriculum:

English Composition and Rhetoric ..	6 semester hours
Fundamentals of Speech	2 semester hours
Algebra	3 semester hours

Courses distributed in fine arts, literature, and philosophy, with no more than six hours in any one of these three fields	10 semester hours
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Courses distributed among eco- nomics, geography, history, political science, and sociology, with no more than one course in any one department	10 semester hours
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State and U. S. Government	5 semester hours
Biological or Physical Science	5 semester hours

Electives in Arts and Science Courses	19 semester hours
Physical Education	2 years

Electives must be chosen from Arts and Science Courses and should include a foreign language.

3. Suggested Order of Study:

FRESHMAN YEAR

First Semester	Second Semester
English Composition and	English Composition and
Rhetoric 1 3 hrs.	Rhetoric 2 3 hrs.
Social Science 3 or 5 hrs.	Social Science 3 or 5 hrs.
Electives in Fine Arts,	Electives in
Literature, Philosophy 3 hrs.	Fine Arts, Literature,
Fundamentals of Speech 5 2 hrs.	Philosophy 5 or 3 hrs.
Electives (Arts and	Algebra 3 or 5 hrs.
Sciences 3 or 5 hrs.	Physical Education Required
Physical Education Required	
	<u>16</u>

SOPHOMORE YEAR

First Semester	Second Semester
Electives in Fine Arts,	Social Science 3 or 5 hrs.
Literature, Philosophy 3 hrs.	State Government 10 2 hrs.
Science 5 hrs.	Electives (Arts and Sciences) 9 hrs.
U. S. Government 3 hrs.	Physical Education Required
Electives (Arts and Sciences) 5 hrs.	
Physical Education Required	
	<u>16</u>

4. Total of grades on courses required for Arts and Science must average an M. A candidate for a degree from this department must have a total of at least 60 semester hours, 60 honor points, and two years of physical education.

PRE-AGRICULTURAL CURRICULUM

Degree: Associate in Arts

1. Entrance requirements:

A total of 15 units from an acceptable high school must be presented. These units must include the following:

English	3 units
Mathematics	1 unit
Social Science	3 units
Science (One unit in Vocational Agriculture acceptable as science)	1 unit

2. Courses required in Pre-Agricultural Curriculum:

English Composition and Rhetoric	6 semester hours
Algebra	5 semester hours
General Inorganic Chemistry	10 semester hours
Qualitative Analysis	3 semester hours
Organic Chemistry	5 semester hours
Botany	5 semester hours
Zoology	5 semester hours
Physics	8 semester hours
U. S. Government 11	3 semester hours
State Government 10	2 semester hours
Economics	5 semester hours
Electives	3 semester hours

3. Suggested Order of Study:

FRESHMAN YEAR

First Semester	Second Semester
Algebra 1 3 or 5 hrs.	English Composition and Rhetoric 1 3 hrs.
General Inorganic Chemistry 5 hrs.	General Inorganic Chemistry 2 5 hrs.
General Zoology 1 5 hrs.	General Botany 2 5 hrs.
Electives 1 or 3 hrs.	State Government 10 2 hrs.
Physical Education Required	Electives 1 hr. Physical Education Required
<hr/> 16	<hr/> 16

SOPHOMORE YEAR

First Semester	Second Semester
English Composition and Rhetoric 2 3 hrs.	Organic Chemistry 5 5 hrs.
Qualitative Analysis 3 3 hrs.	Hygiene 2 hrs.
Economics 8 5 hrs.	Physics 2 3 hrs.
Physics 1 5 hrs.	U. S. Government 3 hrs.
Physical Education Required	Electives 3 hrs. Physical Education Required
<hr/> 16	<hr/> 16

Suggested electives: Sociology, Speech, Psychology, Mathematics.

4. Total of grades on courses required for Pre-Agriculture must average an M. A candidate for a degree from this department must have a total of at least 60 semester hours, 60 grade points, and two years of physical education.

PRE-BUSINESS ADMINISTRATION CURRICULUM

Degree: Associate in Arts

1. Entrance requirements:

A total of 15 units from an acceptable high school including not more than 4 units in vocational subjects. The following units are required:

English	3 units
Mathematics	1 unit
Social Science	3 units
Natural Science	1 unit

2. Courses required in Pre-Business Administration:

English Composition and Rhetoric	6 semester hours
Algebra	5 semester hours
Economics	3 or 5 semester hours
Accounting	6 or 9 semester hours
State and United States Government	5 semester hours
Electives	30 semester hours
Physical Education	2 years

Suggested electives should be chosen from the following: Chemistry, Botany, Zoology, Mathematics, Literature, Speech, Sociology, Geography, Psychology, History and Logic.

3. Suggested Order of Study:

FRESHMAN YEAR

First Semester	Second Semester
English Composition and Rhetoric 1 3 hrs.	English Composition and Rhetoric 2 3 hrs.
Accounting 1 3 hrs.	Accounting 11 3 hrs.
United States Government 3 hrs.	Algebra 1 5 hrs.
Electives (Arts and Sciences) 7 hrs.	Electives (Arts and Sciences) 5 hrs.
Physical Education Required	Physical Education Required
<u>16</u>	<u>16</u>

SOPHOMORE YEAR

First Semester	Second Semester
Accounting 12 3 hrs.	Economics 8 5 hrs
State Government 10 2 hrs.	Electives (Arts and Sciences See Suggested Courses) 11 hrs.
Electives (Arts and Sciences See Suggested Courses) 11 hrs.	Physical Education Required
Physical Education Required	<u>16</u>

4. Total of grades on courses required for Pre-Business Administration must average an M. A candidate for a degree from this department must have a total of at least 60 semester hours, 60 honor points, and two years of physical education.

PRE-DENTAL CURRICULUM

Degree: Associate in Arts

1. Entrance requirements:

An applicant must present 15 units of credit by examination or by certificate from an approved high school. These units must not include more than 4 units in vocational work and must include the following:

English	3 units
*Foreign Language (in 1 lang.)	2 units
Social Science	3 units
Algebra	1 unit
Science	1 unit

*Two units of either history or science may be offered as a substitute for the language units.

2. Courses required for Pre-Dental Curriculum:

English Composition and Rhetoric	6 semester hours
Algebra and Trigonometry	5 semester hours
Inorganic Chemistry	8 semester hours
Organic Chemistry	5 semester hours
Zoology	10 semester hours
Physics	8 semester hours
U. S. Government	3 semester hours
State Government	2 semester hours
*Foreign Language	15 semester hours
Electives	17 or 2 semester hours
Physical Education	2 years

*Foreign language is not required by all schools; therefore, the Joplin Junior College will not require Foreign language if the particular school our candidate plans to attend does not require it.

FRESHMAN YEAR

First Semester	Second Semester
General Inorganic	General Inorganic
Chemistry 1 5 hrs.	Chemistry 2 3 hrs.
General Zoology 1 5 hrs.	Anatomy and Physiology 5-5 hrs.
Algebra and	State Government 10 2 hrs.
Trigonometry 3 5 hrs.	*Foreign Language 1 5 hrs.
Electives 1 hr.	or Electives 6 hrs.
Physical Education Required	Physical Education Required
<u>16</u>	<u>16</u>

SOPHOMORE YEAR

First Semester	Second Semester
Physics 1 5 hrs.	Physics 2 3 hrs.
English Composition and	Organic Chemistry 5 5 hrs.
Rhetoric 1 3 hrs.	English Composition and
*Foreign Language 2 5 hrs.	Rhetoric 2 3 hrs.
or Electives 8 hrs.	*Foreign Language 3 5 hrs.
Physical Education Required	or Electives 2 hrs.
<u>16</u>	<u>16</u>

*Courses so indicated are not required if the particular school our candidate plans to attend does not require them.

4. Total of grades on courses required for Pre-Dental Curriculum must average a grade of M. A candidate for a degree from this department must have a total of at least 60 semester hours, 60 honor points, and two years of physical education.

PRE-ENGINEERING CURRICULUM

Degree: Associate in Science

1. Entrance requirements:

An applicant must present 15 units from an approved high school; not more than 4 units in vocational subjects will be accepted. The following units are required:

English	3 units
*Mathematics (Algebra 1½; Plane Geometry 1; Solid Geometry 1-2 or Trig- onometry 1-2)	3 units
Science with laboratory	1 unit
Social Science	3 units

*Students who are unable to offer the three units in Mathematics specified above and wish to enter the Pre-Engineering Curriculum may do so conditionally. This condition may be removed by earning additional credits (not to be applied toward graduation) in Plane Geometry and Solid Geometry. These two courses are offered during the year especially to aid students who have deficiencies. In no instance is any credit toward graduation allowed in these courses.

2. Courses required for Pre-Engineering Curriculum:

English Composition and Rhetoric	6 semester hours
Algebra and Trigonometry	5 semester hours
Analytic Geometry	5 semester hours
Differential Calculus	5 semester hours
Integral Calculus	5 semester hours
General Inorganic Chemistry	8 semester hours
*Qualitative and Quantitative Analysis	8 semester hours
Engineering Drawing	2 semester hours
Descriptive Geometry	2 semester hours
**Plane Surveying	2 semester hours
Physics	10 semester hours
State Government	2 semester hours
U. S. Government	3 semester hours

Suggested Electives: Engineering Problems, Engineering Drawing 3, Literature, Speech, American History, Economics, Foreign Language.

*Required of students majoring in Chemical Engineering.

**Required of students majoring in Civil Engineering and used by others as an elective.

3. Suggested Order of Study:

FRESHMAN YEAR

First Semester	Second Semester
English Composition and Rhetoric 1 3 hrs.	English Composition and Rhetoric 2 3 hrs.
Algebra and Trigonometry 3 5 hrs.	Analytic Geometry 4 5 hrs.
General Inorganic Chemistry 1 5 hrs.	General Inorganic Chemistry 2 3 hrs.
Engineering Drawing 1 2 hrs.	Descriptive Geometry 2 2 hrs.
Slide Rule 8 1 hr.	Plane Surveying 9 2 hrs.
Physical Education Required	Electives 2 hrs.
	Physical Education Required
	17

SOPHOMORE YEAR

First Semester	Second Semester
*Qualitative Analysis 3 3 hrs.	*Quantitative Analysis 4 5 hrs.
Differential Calculus 5 5 hrs.	Integral Calculus 6 5 hrs.
Physics 3 5 hrs	Physics 4 5 hrs.
State Government 2 hrs.	U. S. Government 3 hrs.
Electives 3 hrs.	Physical Education Required
Physical Education Required	
	18

Required of students majoring in Chemical Engineering. Can be used as an elective by others; however, another elective can be chosen.

4. Specific grade requirements in the Pre-Engineering Curriculum are: A minimum grade of M in Algebra and Trigonometry-3, or Introductory Course in College Algebra-1 and Trigonometry-2; also, a minimum grade of M in Chemistry-1. A student, who makes a grade of I on any of the courses specified, must repeat the course with no credit being allowed and half the normal amount of honor points.

5. Total of grades on courses required of Pre-Engineering must average a grade of M. A candidate for a degree from this department must have a total of at least 60 semester hours, 60 honor points and two years of physical education.

PRE-JOURNALISM CURRICULUM

Includes preparation for Editorial Curriculum, Advertising Curriculum, Publishing Curriculum, and non-technical Radio Curriculum.

Degree: Associate in Arts

1. Entrance requirements:

An applicant must present 15 units of credit from an approved high school. Not more than 4 units of vocational work will be accepted and the following units are required:

Natural Science with laboratory	1 unit
English	3 units
Algebra	1 unit
Geometry	1 unit
Social Science	3 units
Foreign Language (or 2 units of either history or science)	2 units

2. Courses required for Pre-Journalism Curriculum:

English Composition and Rhetoric	6 semester hours
Foreign Language (in 1 language)	15 semester hours
Biological Science or Physical Science ..	5 semester hours
Economics	5 semester hours
Algebra or Logic	3 semester hours
United States Government	3 semester hours
English Literature	6 semester hours
Sociology	3 semester hours
State Government	2 semester hours
Electives (from Arts and Science Courses)	12 semester hours
Physical Education	2 years

3. Suggested Order of Study:

FRESHMAN YEAR

First Semester	Second Semester
English Composition and	English Composition and
Rhetoric 1 3 hrs.	Rhetoric 2 3 hrs.
Foreign Language 1 5 hrs.	Foreign Language 2 5 hrs.
Algebra 1 3 or 5 hrs.	Science 5 hrs.
Electives (Arts and Sciences) 5 or 3 hrs.	Sociology 1 3 hrs.
Physical Education Required	Physical Education Required
<u>16</u>	<u>16</u>

SOPHOMORE YEAR

First Semester	Second Semester
Foreign Language 3 5 hrs.	Economics 8 5 hrs.
United States	English Literature 12 3 hrs
Government 11 3 hrs.	State Government 10 2 hrs.
English Literature 11 3 hrs.	Electives (Arts and
Electives (Arts and Sciences) 5 hrs.	Sciences) 6 hrs.
Physical Education Required	Physical Education Required
<u>16</u>	<u>16</u>

4. Total of grades on courses required of Pre-Journalism Curriculum must average an M. A candidate for a degree from this department must have a total of at least 60 semester hours, 60 honor points, and two years of physical education.

PRE-LAW CURRICULUM

Degree: Associate in Arts

1. Entrance requirements:

An applicant must present 15 units of credit from an approved high school. Not more than 4 units of vocational work will be accepted and the following units are required:

English	3 units
Algebra	1 unit
Social Science	3 units
Natural Science	1 unit
*Foreign Language (in 1 language) 2 units	

*Two units of either history or science may be offered as a substitute for the language units.

2. Courses required for Pre-Law Curriculum.

English Composition and Rhetoric	6 semester hours
English Literature	6 semester hours
Algebra or Logic	3 semester hours
*Foreign Language (in 1 language)	15 semester hours
Biological Science or Physical Science ..	5 semester hours
State and United States Government ..	5 semester hours
Economics	5 semester hours
European History	3 semester hours
Accounting	6 semester hours
**Electives	6 semester hours
Physical Education	2 years

*Students who present 2 units in the same language continued in college need take only the intermediate and one advanced course in that same language, or a total of 10 hours. Students with 2 units may not take the beginning course in the same language for college credit.

**Suggested electives are: American History, Philosophy, Psychology, Sociology, or more science.

3. Suggested Order of Study:

FRESHMAN YEAR

First Semester		Second Semester	
English Composition and		English Composition and	
Rhetoric 1	3 hrs.	Rhetoric 2	3 hrs.
Foreign Language 1	5 hrs.	Foreign Language 2	5 hrs.
European History	3 hrs.	Algebra 1	5 hrs.
Electives	5 hrs.	Electives	3 hrs.
Physical Education	Required	Physical Education	Required
	16		16

SOPHOMORE YEAR

First Semester		Second Semester	
Foreign Language 3	5 hrs.	Economics 8	5 hrs.
United States		Accounting 11 or 12	3 hrs.
Government 11	3 hrs.	Science	5 hrs.
Accounting 1 or 11	3 hrs.	State Government	2 hrs.
Electives	3 hrs.	Electives	1 hr.
Physical Education	Required	Physical Education	Required
	16		16

4. Total of grades on courses required of Pre-Law Curriculum must average an M. A candidate for a degree from this department must have a total of at least 60 semester hours, 60 honor points, and two years of physical education.

PRE-MEDICAL CURRICULUM

Degree: Associate in Arts

1. Entrance requirements:

An applicant must present 15 units of credit from an approved high school. Not more than 4 units may be in vocational subjects and the following units must be included:

English	3 units
Algebra	1 unit
Geometry	1 unit
Social Science	3 units
Science	1 unit
*Foreign Language (in 1 lang.)	2 units

*Two units of either history or science may be offered as a substitute for the language units.

2. Courses required for Pre-Medical Curriculum:

English Composition and Rhetoric	6 semester hours
Algebra and Trigonometry	5 semester hours
*French or German (in 1 language)	15-20 semester hours
General Inorganic Chemistry	10 semester hours
Chemical Analysis	3 semester hours
Quantitative Analysis or Organic Chemistry	5 semester hours
Zoology	10 semester hours
Physics	8 semester hours
State and U. S. Government	5 semester hours
Physical Education	2 years

*Courses so indicated are not required if the particular school our candidates plan to attend does not require them.

Suggested courses for electives: English Literature, History, Sociology, Psychology, Botany.

3. Suggested Order of Study:

FRESHMAN YEAR

First Semester	Second Semester
Inorganic Chemistry 1 5 hrs.	Inorganic Chemistry 2 5 hrs.
Zoology 1 5 hrs.	Foreign Language 1 5 hrs.
Algebra and	Zoology 2 5 hrs.
Trigonometry 3 5 hrs.	Physical Education Required
Physical Education Required	
	<u>15</u>

SOPHOMORE YEAR

First Semester	Second Semester
Qualitative Analysis 3 3 hrs.	Quantitative Analysis or
Foreign Language 2 5 hrs.	Organic Chemistry 5 hrs.
Physics 1 5 hrs.	Foreign Language 3 5 hrs.
English Composition and	Physics 2 3 hrs.
Rhetoric 1 3 hrs.	English Composition and
Physical Education Required	Rhetoric 2 3 hrs.
	Physical Education Required
	<u>16</u>

4. Total grades in courses required for Pre-Medical Curriculum must average a grade of M. A candidate for a degree from this department must have a total of at least 60 semester hours, 60 grade points, and two years of physical education.

PRE-NURSING CURRICULUM

Degree: Associate in Arts

1. Entrance requirements:

An applicant must present 15 units of credit by examination or by certificate from an approved high school and must include the following required units:

English	3 units
*Foreign Language (in 1 language)	2 units
Social Science	3 units
Algebra	1 unit
Natural Science	1 unit

*Two units of either history or science may be offered as a substitute for the language units. One unit in Chemistry and Biology is strongly recommended. One in physics and one in typewriting will be found useful. The remaining units may be in various subjects, but not more than 4 will be accepted in vocational subjects.

2. Courses required for Pre-Nursing Curriculum:

English Composition and Rhetoric	6 semester hours
Chemistry	10 semester hours
Zoology	10 semester hours
European History	6 semester hours
Philosophy (or Logic)	3 semester hours
Sociology	3 semester hours
Speech	2 semester hours
Psychology	6 semester hours
French or German	10-20 semester hours
State and U. S. Government	5 semester hours
Physical Education	2 years

FRESHMAN YEAR

First Semester	Second Semester
English Composition and Rhetoric 1 3 hrs.	English Composition and Rhetoric 2 3 hrs.
Inorganic Chemistry 1 5 hrs.	Inorganic Chemistry 2 5 hrs.
General Psychology 1 3 hrs.	Educational Psychology 2 3 hrs.
Foreign Language 1 5 hrs.	Foreign Language 2 5 hrs.
Physical Education Required	Physical Education Required
<u>16</u>	<u>16</u>

SOPHOMORE YEAR

First Semester	Second Semester
Zoology 1 5 hrs.	Zoology 2 5 hrs.
European History 3 3 hrs.	European History 4 3 hrs.
Logic 3 hrs.	Sociology 1 3 hrs.
*Foreign Language 3 5 hrs. or U. S. Govt. and Electives	State Government 2 hrs.
Physical Education Required	Electives 1 hr.
<u>16</u>	<u>16</u>

*If required by particular school, student plans to attend.

4. Total of grades required for Pre-Nursing Curriculum must average a grade of M. A candidate for a degree from this department must have a total of at least 60 semester hours, 60 grade points and two years of physical education.

PRE-SOCIAL WORK CURRICULUM

Degree: Associate in Arts

1. Entrance requirements:

An applicant must present 15 units of credit from an approved high school. Not more than 4 units of vocational work will be accepted and the following units are required:

English	3 units
Mathematics	1 unit
Social Science	3 units
Natural Science	1 unit

2. Courses required for Pre-Social Work Curriculum:

English Composition and Rhetoric 1, 2	6 semester hours
Fundamentals of Speech 5	2 semester hours
Literature 3, 4 or 11, 12	4 semester hours
Foreign Language (in same language)	20-15 semester hours
General Botany 2 or Zoology 1	5 semester hours
Economics 8	5 semester hours
United States Government 11	3 semester hours
State Government 10	2 semester hours
Psychology 1	3-6 semester hours
Sociology 1	6 semester hours
Electives in Arts and Science Courses	9 semester hours
Physical Education	2 years

3. Suggested Order of Study:

FRESHMAN YEAR

First Semester	Second Semester
English Composition and and Rhetoric 1 3 hrs.	Rhetoric 2 3 hrs.
Foreign Language 1 5 hrs.	Foreign Language 2 5 hrs.
Sociology 1 3 hrs.	Sociology 2 3 hrs.
Fundamentals of Speech 5 .. 2 hrs.	Science or United
Electives 3 hrs.	State Government 11 3-5 hrs.
Physical Education Required	Physical Education Required
	<u>16</u>

SOPHOMORE YEAR

First Semester	Second Semester
Foreign Language 3 5 hrs.	Economics 8 5 hrs.
United States	Literature 4 or 12 2-3 hrs.
Government or Science .. 3-5 hrs.	Electives 9 hrs.
Literature 3 or 11 2-3 hrs.	Physical Education Required
Psychology 1 3 hrs.	
State Government 10 2 hrs.	
Physical Education Required	<u>15</u>

4. Total of grades on courses required of Pre-Social Work Curriculum must average an M. A candidate for a degree from this department must have a total of at least 60 semester hours, 60 honor points, and 2 years of physical education.

APPLIED MUSIC CURRICULUM

Degree: Associate in Music

1. Entrance requirements:

An applicant must present 15 units of credit from an approved high school. Not more than 4 units of vocational work will be accepted and the following units are required:

English	3 units
Mathematics	1 unit
Social Science	3 units
Natural Science	1 unit

2. Courses required in Applied Music Curriculum:

English Composition and Rhetoric	6 semester hours
English Literature	6 semester hours
Foreign Language (French or German)	10 semester hours
Speech Fundamentals	2 semester hours
Ear Training & Sight-Singing	6 semester hours
Harmony	10 semester hours
History of Music	6 semester hours
Applied Music (major field)	8 semester hours
Applied Music (minor field)	4 semester hours
State and U. S. Government	5 semester hours
Physical Education	2 years

3. General Information:

1. Applied Music: Private instruction may be arranged for piano, organ, voice and most orchestral instruments. Two hours credit per semester may be granted for major study; one for minor. Lesson periods are thirty minutes each. The term, major field, refers to the field of specialization, such as piano or voice. Minor field refers to a complementary field; for instance, voice majors should minor in piano. Courses in major field shall be numbered 112, 122, 212, 222. Courses in minor field shall be numbered 111, 121, 211, 221.

2. Ensembles: Orchestra, band, glee clubs, chorus, and other vocal and instrumental ensembles are open to all students. Arrangement of the ensembles is made according to the personnel available. One hour elective credit per semester for each activity is allowed to a maximum of eight hours. Music majors are expected to participate in one or more of the school organizations where possible.

3. Theory: It is for the best interests of the student to take Ear Training and Sight-Singing and Harmony concurrently, since these are closely correlated and each provides application for the other.

4. Suggested Order of Study:

FRESHMAN YEAR

First Semester	Second Semester
English Composition	English Composition
and Rhetoric 1 3 hrs.	and Rhetoric 2 3 hrs.
Ear Training 21 2 hrs.	Ear Training 22 2 hrs.
Harmony 23 3 hrs.	Harmony 24 3 hrs.
Foreign Language 1 5 hrs.	Foreign Language 2 5 hrs.
Major Instrument 112 2 hrs.	Major Instrument 122 2 hrs.
*Minor Instrument 111 1 hr.	*Minor Instrument 121 1 hr.
Physical Education Required	Physical Education Required
16	16

SOPHOMORE YEAR

First Semester	Second Semester
English Literature 11 3 hrs.	English Literature 12 3 hrs.
Ear Training 31 1 hr.	Ear Training 32 1 hr.
Harmony 33 2 hrs.	Harmony 34 2 hrs.
Music History 35 3 hrs.	Music History 36 3 hrs.
Major Instrument 212 2 hrs.	Major Instrument 222 2 hrs.
*Minor Instrument 211 1 hr.	*Minor Instrument 221 1 hr.
U. S. Government 11 3 hrs.	Fundamentals of Speech 5 2 hrs.
Electives 1 hr.	State Government 10 2 hrs.
Physical Education Required	Physical Education Required
16	16

**European History 4 may be chosen instead of course listed should the student so desire.

5. Total of grades on courses for Applied Music Curriculum must average an M. A candidate must have a total of at least 60 semester hours, 60 honor points, and two years of physical education.

TEACHER-TRAINING CURRICULUM FOR ELEMENTARY LEVEL

Curriculum leading to Two-Year Elementary State Certificate and an Associate in Arts Degree from the College.

1. Entrance requirements:

A total of fifteen units from an approved high school must be presented. Not more than 4 vocational units will be accepted and the following units are required:

English	3 units
Mathematics	1 unit
Social Science	3 units
Natural Science	1 unit

2. Requirements for Two-Year Elementary Certificate, as published by the State Department of Education in 1948. (Requirements for 5-Year Elementary Certificate are shown to guide selection of electives.)

REQUIREMENTS FOR ELEMENTARY CERTIFICATES

	Semester Hours	
	2-year	5-year
	Certificate	Certificate
English		
Composition, Rhetoric, and Grammar	4	4
Children's Literature	2	2
Speech or Public Speaking	2	2
Other Literature	0	4
Elective English	0	2
Social Studies		
United States History	4	4
United States Government	2	2
Government of Missouri	2	2
Geography	2	2
International Relations	0	2
Elective Social Studies	0	2

		Semester Hours	2-year	5-year
		Certificate	Certificate	
Mathematics				
Any course except methods	2		2	
Science				
Any laboratory science	4		8	
		(two fields)		
Agriculture				
Any course	2		4	
Health and Hygiene				
Any course in Health, Hygiene, or Physiology	2		2	
Fine Arts				
Music for Elementary Schools	2		4	
Art for Elementary Schools	2		4	
Elective Art or Music	2		2	
Physical Education				
Elementary Play and Games	2		2	
Education				
Educational Psychology	2		2	
Elementary School Organization and Management	2		2	
State Course of Study	2		2	
Methods in Language Arts or Social Studies				
Methods in Arithmetic or Science	2		2	
Practice Teaching	2		4	
History of Education or Philosophy of Education				
Elective Education	0		2	
Elective Education	0		2	
Total of Specifically Designated Credits	46		74	
Total Additional Electives	14		46	
Grand Total Required Credits	60		120	

All figures represent absolute minima. Thus, 2 hours does not mean 1.9 hours.

3. Courses required for this Teacher-Training Curriculum for Elementary Level:

English Composition and Rhetoric	6 semester hours
Children's Literature	2 semester hours
Fundamentals of Speech	2 semester hours
American History	5 semester hours
United States Government	2 semester hours
State Government	2 semester hours
Geography	3 semester hours
Mathematics	3 semester hours
Botany, Zoology or Chemistry	5 semester hours
Agriculture	2 semester hours
Hygiene	2 semester hours
Public School Music	2 semester hours
Art Survey 1a	2 semester hours
Elective in Art or Music	2 semester hours
Plays and Games	2 semester hours
*Educational Psychology 2	3 semester hours
*Elementary School Organization & Mgt. 2	semester hours
*State Course of Study	2 semester hours
*Teaching of Language Arts, Social Studies, or Arithmetic	2 semester hours
**Practice Teaching	2 semester hours
Electives	11 semester hours
Physical Education	2 years

*A student must make an M in any education course before taking the next required course. A student, who makes a grade of I in any education course specified, must repeat the course with no credit being allowed and half the normal amount of honor points for the grade on the repeat.

4. Suggested Order of Study:

FRESHMAN YEAR

First Semester	Second Semester
English Composition and Rhetoric 1 3 hrs.	English Composition and Rhetoric 2 3 hrs.
Organization and Management 5 2 hrs.	Algebra 3 hrs.
Public School Music 5 2 hrs.	Educational Psychology 2 .. 3 hrs.
Art Survey 1a 2 hrs.	*Science or American
Science or American History 5 5 hrs.	History 5 5 hrs.
Elective 2 hrs.	Elective 2 hrs.
Physical Education Required	Physical Education Required
<u>16</u>	<u>16</u>

SOPHOMORE YEAR

First Semester	Second Semester
Teaching Methods 12, 13, or 14 2 hrs.	Practice Teaching 16 2 hrs.
United States Govern- ment 11 3 hrs.	State Government 10 2 hrs.
Hygiene 3 2 hrs.	General Agriculture 4 2 hrs.
Geography 1 3 hrs.	Plays and Games 1 2 hrs.
State Course of Study 17 ... 2 hrs.	Children's Literature 13 ... 2 hrs.
Fundamentals of Speech 5 .. 2 hrs.	Electives 6 hrs.
Electives 2 hrs.	Physical Education Required
Physical Education Required	
<u>16</u>	<u>16</u>

*A science and American History must be completed during the freshman year. If a science is chosen for the first semester, American History should be taken the second semester or vice versa.

5. Total of grades on courses required for Teacher-Training Curriculum for Elementary Teachers must average an M. A candidate for a degree from this department must have a total of at least 60 semester hours, 60 honor points, and two years of physical education.

TEACHER TRAINING CURRICULUM FOR ELEMENTARY TEACHERS WHO PLAN TO FINISH FOUR YEARS OF COLLEGE WORK BEFORE ENTERING THE TEACHING FIELD.**Degree: Associate in Arts**

1. A total of 15 units, with an average of M, from an approved high school must be presented. Not more than 4 units of vocational work will be accepted and the following units should be included:

English	3 units
Mathematics	1 unit
Social Science	3 units
Science	1 unit

2. Courses required for Teacher Training Curriculum for Elementary Level:

English Composition and Rhetoric	6 semester hours
English Literature	3 semester hours
American History	5 semester hours
United States Government	3 semester hours
State Government	2 semester hours
Elective in Social Science	2 semester hours
Mathematics (unless 3 high school units are presented for admission)	3 semester hours
Biological Science (Botany or Zoology)	5 semester hours
Physical Science (Chemistry 1 or Physics 1)	5 semester hours
Fine Arts	5 semester hours
Hygiene	2 semester hours
Electives	24-20 semester hours
Physical Education	2 years

Suggested electives: Some electives should be chosen from Psychology, Sociology, Social Science, Fine Arts and your major subject and minor subject. For Fine Arts Courses see page 65.

3. Suggested Order of Study:

FRESHMAN YEAR

First Semester

English Composition and	
Rhetoric 1	3 hrs.
*American History 5 or	
Zoology 1	5 hrs.
Fine Arts Electives	2 hrs.
Physical Education	Required

16

Second Semester

English Composition and	
Rhetoric 2	3 hrs.
Elective in Social Science	2 hrs
*Botany 1 or American	
History 5	5 hrs.
Fine Arts Elective	3 hrs.
Electives	2 or 3 hrs.
Physical Education	Required

16

SOPHOMORE YEAR

First Semester

English Literature 11	3 hrs.
United States Govern-	
ment	3 hrs.
Mathematics	3 hrs.
Hygiene	2 hrs.
Electives	5 hrs.
Physical Education	Required

16

Second Semester

State Government	2 hrs.
Physical Science	5 hrs
Electives	9 hrs.
Physical Education	Required

16

*If Zoology is chosen the first term, then American History 5 should be completed the next term or vice-versa.

4. Total of grades on courses required for Teacher Training Curriculum for Elementary Teachers must average an M. A candidate for a degree from this department must have a total of at least 60 semester hours, 60 honor points, and two years of physical education.

TEACHER TRAINING CURRICULUM FOR SECONDARY LEVEL

Degree: Associate in Arts

1. Entrance requirements:

A total of fifteen units from an approved high school must be presented. Not more than 4 vocational units will be accepted and the following units are required:

English	3 units
Algebra	1 unit
Social Science	3 units
Natural Science	1 unit
*Foreign Language (in 1 lang.)	2 units

*Two units of either history or science may be offered as a substitute for the language units.

2. Courses required for Teacher Training for Secondary Level:

These requirements depend entirely upon what the student chooses as his major and minor subjects. In order to be sure a student is choosing his courses in the most advantageous way, the entire four-year curriculum is listed below. A student may take his first two years in the Joplin Junior College, working off most of his general requirements, and half of the number of hours for both the major and minors. To be eligible for graduation from Joplin Junior College the student must complete in full numbers 3 and 4 of the general requirements and enough hours from his major and minor subjects to total at least 60 semester hours.

Specific State Requirements for High School Teachers in Different Teaching Fields:

Secondary Teachers

Junior high-school teachers must meet the same standards as senior high-school or four-year high-school teachers. All hour requirements are stated in terms of semester hours. The academic standards and the standards for approval in special teaching fields have been formulated in terms of the patterns for the secondary-school curriculum.

General Requirements

1. A baccalaureate degree from an accredited college or university.
2. Completion of sufficient college work in two subject-matter fields to meet the standards for certification and approval for a teacher in a first-class high school.
3. A total of twenty-five hours of college work which may be selected from a minimum of three of the following fields: English composition, literature, social studies, mathematics, natural sciences, foreign languages, and U. S. and state government.
4. Two years of college work in general physical education and health.

Professional Requirements

Not less than eighteen hours, and it is strongly recommended not more than thirty hours, of undergraduate work in professional education courses including a course in each of the following:

Group One—Orientation

1. Educational psychology
2. A general orientation course, such as history or philosophy of education.

Group Two—Methods

1. General techniques or methods in high-school teaching
2. Special techniques in one teaching field
3. A general administration course for teachers

Group Three—Teaching

1. Student or apprentice teaching (5 hours)

Special Requirements for Teachers in First-Class High Schools

1. Language Arts

- a. English 24 hours
Including at least 5 hours in composition, 5 hours in English literature, 5 hours in American literature, and 2 hours in speech.

b. School Publications

Twenty-four hours in English with at least 5 hours of college work in school publications (not more than 5 hours in school publications may be counted as a part of the total of 24 hours required to teach English).

c. Speech 10 hours

Twenty-four hours in English with at least 10 hours in speech including fundamentals, public speaking, and oral interpretation (not more than 5 hours of speech may be counted in meeting the 24 hours required to teach English).

d. Foreign Languages

Twenty hours in each language taught.

2. Social Studies

All teachers of social studies must have at least twenty-four hours in this area including at least one course each in American history, European history, economics, government, and sociology. Teachers of American history and world history must have at least $7\frac{1}{2}$ hours in each of these subjects taught, and teachers of economics, sociology, and government must have at least 5 hours in each of these subjects taught.

Teachers of geography must have five hours in geography which may be counted as a part of the twenty-four hours required.

3. Mathematics 15 hours

4. Natural Science 24 hours

Including at least 15 hours in each science taught; provided that teachers of general science and advanced physical science shall have at least 5 hours of work each in chemistry, physics, and biology, or 10 hours in college general science as a part of the total of 24 hours required in science.

5. Fine Arts

a. Music

(1) Full-time teachers 24 hours

(2) Part-time teachers 15 hours
Including conducting, history or appreciation, and sight singing or ear training.

b. Art

(1) Full-time teachers 24 hours
(2) Part-time teachers 15 hours

c. Dramatics

Twenty-four hours in English, with at least 5 hours of work in dramatics.

d. Literature 10 hours

Twenty-four hours in English with at least 5 hours of work in American literature and 5 hours in English literature as outlined for English teachers.

6. Practical Arts

a. Home Economics

(1) Vocational to be approved by state supervisor

(2) General

Full-Time teachers 24 hours

Part-time teachers 15 hours

Including work in home management, food, clothing, and nutrition.

b. Agriculture

(1) Vocational to be approved by state supervisor

(2) General

Full-time 24 hours

Part-time 15 hours

General agricultural teachers shall have such college courses as gardening, landscaping, poultry, dairying, and agricultural economics.

c. Commerce

(1) Full-time teachers 24 hours
(2) Part-time teachers 15 hours

Including at least 7½ hours of work at the college level in the subject taught for teachers of shorthand, typewriting, or bookkeeping; the first 5 hours of this requirement may be met by passing satisfactorily a proficiency examination in the subject taught, the examination to be administered by an accredited college or university that offers a teacher-training program in business education including the subject in which the examination is given. The teacher of business law shall have at least 5 hours in this subject. Teachers of other business subjects shall have at least 15 hours of work distributed over the field of business, exclusive of shorthand and typewriting. Qualified teachers of English and mathematics may be approved to teach business English and business arithmetic respectively.

d. Industrial Arts

(1) Vocational to be approved by state supervisor
(2) General

Full-time teachers 24 hours
Part-time teachers 15 hours
Including at least six hours of college work in each subject taught.

7. Health and Physical Education

a. Full-time teachers 24 hours
b. Part-time teachers 15 hours

Including Work in health, physiology, physical activities, and recreation.

8. Librarians

a. Full-time librarians 24 hours in library science
b. Part-time librarians 7 hours in library science

3. Suggested Order of Study:

FRESHMAN YEAR

First Semester	Second Semester
English Composition and Rhetoric 1 3 hrs.	English Composition and Rhetoric 2 3 hrs.
Mathematics or Science 5 hrs.	Social Science or *Foreign Language 1 5 hrs.
Electives (major or minors suggested) 8 hrs.	Electives (major or minors suggested) 8 hrs.
Physical Education Required	Physical Education Required
<hr/> 16	<hr/> 16

SOPHOMORE YEAR

First Semester	Second Semester
*Foreign Language 2 or Electives 5 hrs.	Literature or Speech 3 hrs.
Literature or Social Science 3 hrs.	Social Science or Science 3 hrs.
State Government 2 hrs.	U. S. Government 3 hrs.
Electives (major or minors suggested) 6 hrs.	Electives (major or minors suggested) 7 hrs.
Physical Education Required	Physical Education Required
<hr/> 16	<hr/> 16

*If Foreign Language is chosen; at least two semesters in the same language must be completed.

4. Total of grades on courses required for Teacher-Training Curriculum for Secondary Teachers must average an M. A candidate for a degree from this department must have a total of at least 60 semester hours, 60 honor points, and two years of physical education.

GENERAL BUSINESS CURRICULUM

Degree: Associate in Business

Part A

1. Entrance requirements:

A total of 15 units from an approved high school must be presented and must include the following:

English	3 units
Mathematics	1 unit
Social Science	3 units
Science	1 unit
Typewriting	2 units
Shorthand	1-2 units

2. Courses required in Secretarial Curriculum A which is designed for those who have had some training in the business field:

English Composition and Rhetoric	3 semester hours
Business Communications	3 semester hours
*Shorthand	9 semester hours
Typing	9 semester hours
*Accounting	9-12 semester hours
Office Machines	5-9 semester hours
Secretarial Procedures	3 semester hours
Business Arithmetic	3 semester hours
Introduction to Business	3 semester hours
Business Law	3 semester hours
State and U. S. Government	5 semester hours
Electives	4-8 semester hours
Physical Education	2 years

*A student may choose Shorthand or Accounting or both.

3. Suggested Order of Study:

FRESHMAN YEAR

First Semester	Second Semester
English Composition and Rhetoric 1 3 hrs.	Business Communications 2 3 hrs.
Secretarial Procedures 21 3 hrs.	*Shorthand 4 3 hrs.
*Accounting 1 3 hrs.	*Accounting 11 3 hrs.
Business Arithmetic 7 3 hrs.	Typewriting 6 3 hrs.
Office Machines 20 3 hrs.	Office Machines 35 1, 2, 3 hrs.
Elective 1 hr.	Electives 1-3 hrs.
Physical Education Required	Physical Education Required
	16

SOPHOMORE YEAR

First Semester	Second Semester
*Shorthand 13 3 hrs.	*Shorthand 33 3 hrs.
Typewriting 15 3 hrs.	*Accounting 23 3 hrs.
*Accounting 12 3 hrs.	Typewriting 16 3 hrs.
Specialized Machines 36 1, 2, 3 hrs.	Business Law 30 3 hrs.
Introduction to Business 24 3 hrs.	State Government 10 2 hrs.
U. S. Government 11 3 hrs.	Electives 4 hrs.
Electives 1-3 hrs.	Physical Education Required
Physical Education Required	
	16

*A student may choose between Shorthand and Accounting or may complete both, if he desires. If only one subject is chosen; a student may have other electives.

4. A total of grades in courses required of Secretarial Curriculum A must average an M. A candidate for a degree in this field must present at least 60 semester hours and 60 honor points, two years of physical education, and must pass a 140-word shorthand test and a 70-word typewriting test.

Part B

1. Entrance requirements:

A total of 15 units from an approved high school must be presented and must include the following:

English	3 units
Mathematics	1 unit
Science	1 unit
Social Science	3 units

2. Courses required in Secretarial Curriculum B which is designed for those who have had no training in the business field:

English Composition and Rhetoric	3 semester hours
Business Communications	3 semester hours
*Shorthand	12 semester hours
Typewriting	12 semester hours
*Accounting	9-12 semester hours
Office Machines	5-9 semester hours
Secretarial Procedures	3 semester hours
Business Arithmetic	3 semester hours
Introduction to Business	3 semester hours
Business Law	3 semester hours
State and U. S. Government	5 semester hours
Electives	2 semester hours
Physical Education	2 years

*A student may choose Shorthand or Accounting or both.

Note: Electives in both curricula should include: General Psychology, Fundamentals of Speech, Literature, Geography, Economics, and a Science.

3. Suggested Order of Study:

FRESHMAN YEAR

First Semester	Second Semester
English Composition	Business Communications 2 3 hrs.
Rhetoric 1 3 hrs.	*Shorthand 4 3 hrs.
*Shorthand 3 3 hrs.	*Accounting 11 3 hrs.
*Accounting 1 3 hrs.	Typewriting 6 3 hrs.
Typewriting 5 3 hrs.	Office Machines 20 3 hrs.
Business Arithmetic 7 3 hrs.	Elective 1 hr.
Elective 1 hr.	Physical Education Required
Physical Education Required	
	16

SOPHOMORE YEAR

First Semester	Second Semester
*Shorthand 13 3 hrs.	*Shorthand 33 3 hrs.
Typewriting 15 3 hrs.	Typewriting 16 3 hrs.
*Accounting 12 3 hrs.	*Accounting 23 3 hrs.
Introduction to	Business Law 30 3 hrs.
Business 24 3 hrs.	Office Machines 35 2 hrs.
Secretarial Procedures 21 3 hrs.	State Government 10 2 hrs.
Elective 1 hr.	Physical Education Required
Physical Education Required	
	16

*A student may choose between Shorthand and Accounting or may complete both, if he desires. If only one subject is chosen; a student may have other electives.

4. A total of grades in courses required of Secretarial Curriculum B must average an M. A candidate for a degree in this field must present at least 60 semester hours, 60 honor points, and two years of physical education.

GENERAL CULTURE CURRICULUM

Diploma

1. Entrance requirements:

A total of 15 units from an acceptable high school must be presented.

2. Courses required for the General Culture Curriculum:

English Composition and Rhetoric 1, 2 ..	6	semester hours
United States Government 11	3	semester hours
State Government 10	2	semester hours
Electives	50	semester hours
Physical Education	2	years

3. Students who have not chosen a definite vocation or who do not lend themselves to guidance are asked to meet these requirements.

4. Total of grades on courses for General Culture Curriculum must average an M. A candidate for a diploma from this department must have a total of at least 60 semester hours, 60 honor points, and two years of physical education.

VOCATIONAL SHOPS CURRICULUM

Degree: Diploma

1. Entrance requirements:

An acceptable high school transcript must be presented.

2. Courses required for Vocational Shops Curriculum:

English Composition 1	3	semester hours
Business Communications 2	3	semester hours
Technical Mathematics 12	5	semester hours
Technical Science 5	5	semester hours
General Sociology 1	3	semester hours
State and National Government 10, 11 ..	5	semester hours
Electives	6	semester hours
Shops (one-half of each day 7½ hours per semester)	30	semester hours

3. Total of grades on courses required for Vocational Shops Curriculum must average an M. A candidate for a diploma from this department must have a total of at least 60 semester hours, 60 honor points, and two years of physical education.

Section III

COMMERCE

1. GENERAL BUSINESS

Accounting I (f and s). Fundamental principles as applied in modern business practice. 3 hours.

Accounting 11 (f and s). Advanced course open to students by special permission of instructor. 3 hours.

Accounting 12 (f and w). Prerequisite, Accounting 11. Application of accounting principles to problems of the single proprietor, partnerships, and corporate forms of business organization. 3 hours.

Accounting 23 (f or w). Prerequisite, Accounting 12. A course in the application of special topics, such as, branch accounting, partnerships, and corporations. 3 hours.

Business Communications 2 (w). Prerequisite, English Composition and Rhetoric 1. General principles of effective business letters, including the writing of various types of letters; application, adjustment, credit, collection and others. 3 hours.

Business Arithmetic 7 (f or w). Required for secretarial curriculum. 3 hours.

Economics 8 (f and w). (See under SOCIAL SCIENCES.)

Introduction to Business 24 (f or w). Prerequisite, Sophomore standing. A condensed course in the principles of economics and business. 3 hours.

Business Law 30 (w). Study of common rules and legal principles used in business procedure. 3 hours.

2. SECRETARIAL

Shorthand 3 (f and s). Beginning Shorthand. Not open to students who have completed one year of high school, except by permission of instructor. Typewriting should precede or parallel this course. 3 hours.

Shorthand 4 (w). Intermediate Shorthand. Prerequisite, Shorthand 3, or its equivalent. Special attention given to developing efficient transcription procedures and increasing speed of dictation. 3 hours.

Shorthand 13 (f). Advanced Shorthand. Prerequisite, Shorthand 4 or its equivalent. Special attention to speed, dictation and transcription. 3 hours.

Shorthand 33 (w). Advanced Shorthand. Prerequisite. Shorthand 13 or its equivalent. Expert speed dictation and transcription. Congressional Record Material is used entirely. 3 hours.

Typewriting 5 (f and s). A beginning course. Not open to students who have completed one high school unit of typewriting, except by special permission of the instructor. 3 hours.

Typewriting 6 (w). Intermediate Typewriting. Prerequisite, Typewriting 5 or its equivalent. 3 hours.

Typewriting 15 (f). Advanced Typewriting. Prerequisite, Typewriting 6 or its equivalent. 3 hours.

Typewriting 16 (w). Advanced Typewriting. Prerequisite, Typewriting 15 or its equivalent. Preparation of personal, business and professional papers and forms including difficult tabulations. 3 hours.

Secretarial Procedures 21 (f or w). No prerequisite. Business ethics, secretarial duties common to all lines of business, such as handling mail, meeting callers, and using the telephone are studied. The student receives instruction in the use of present day filing systems and their application to the various types of business. 3 hours.

Office Machines 20 (f or w). Prerequisite, Typewriting 6 or its equivalent. Training in the use of modern office appliances. 3 hours.

Advanced Office Machines 35 (w). Prerequisite, Office Machines 20. Work may include use of the billing machine, if student desires. 1, 2, or 3 hours.

Specialized Machines 36 (f or w). Prerequisite, Office Machines 20 and permission of the instructor. Intensive practise in the use any available machine. 1, 2, or 3 hours.

EDUCATION

Educational Psychology 2 (w). Application of methods and results of experimental psychology to the learning situation in elementary schools. 3 hours.

Elementary Psychology Organization and Management 5 (f). Major problems of organization and management of both materials and people, from the rural and elementary school point of view. 2 hours.

Teaching of Arithmetic in Elementary School 12 (f or w). Prerequisite. Educational Psychology 2. Review of arithmetic, followed by study of methods of teaching to elementary pupils. 2 hours.

Children's Literature 13 (see under ENGLISH.)

Teaching of Language Arts in Elementary School 14 (f or w). Prerequisite, Educational Psychology 2. This course may be broken down into reading, spelling, or language according to the needs of students and judgment of teacher. 3 hours.

Teaching of Social Studies in Elementary School 15 (f or w). Prerequisite, Educational Psychology 2. This course pertains to problems, methods and materials in the social studies area. 2 hours.

Observation and Practice Teaching in the Elementary School 16 (w). Prerequisite, Educational Psychology 2 and a Method Course. Includes practice in schools of Joplin and Jasper County. 2 hours.

State Course of Study in Elementary School 17 (f). Deals primarily with the course of study and supplementary bulletins of the State Department of Education. Gives an understanding of the curriculum, particularly for rural schools in the state of Missouri. 2 hours.

FINE ARTS

1. ARTS

Art Survey 1 (f and s). Study of history, materials and methods of creative art. 3 hours.

Art Survey 1 a (f and s). Study of history, materials and methods of creative art as used by elementary teachers. 2 or 3 hours.

Art Composition 2 (w and s). Prerequisite, Art Survey 1. Elementary training in drawing and color combinations. 3 hours.

Art Composition 3 (f). Prerequisite, Art Composition 2. Study of pictorial organization. 3 hours.

Art Composition 4 (w). Prerequisite, Art Composition 3. Creative Art. 3 hours.

2. MUSIC

Introduction to Music 1 (f or w). Musical terminology and fundamentals of notation. Designed for the student desiring a background for listening. Not for music majors. Two periods per week. 2 hours.

Public School Music 5 (f or w). A survey of music in the American Schools, with emphasis on the techniques employed in the elementary grades. Recommended for music and education majors who may be asked to assist in grade school music. Two periods per week. 2 hours.

Music Masterpieces 10 (f). Designed to enable one to understand music and its development. Study of selected masterpieces and their composers. Open to all students. Music majors may enroll for elective credit only. Two periods per week. 1 hour.

Music Masterpieces 11 (w). Continuation of course 10, which is not prerequisite, however. Two periods per week. 1 hour.

Ear Training and Sight-Singing, Elementary 21 (f). Includes simple melodic, harmonic, and rhythmic dictation with sight-singing. This and Harmony 23 should be taken concurrently. Three periods per week. 2 hours.

Ear Training and Sight-Singing, 22 (w). Continuation of course 21. This and Harmony 24 should be taken concurrently. Three periods per week. 2 hours.

Elementary Harmony 23 (f). Harmonization of melodies and basses with the triads and their inversions. This and Ear Training 21 should be taken concurrently. Three periods per week. 3 hours

Elementary Harmony 24 (w). Continuation of course 23. This and Ear Training 22 should be taken concurrently. Seventh chords and their inversions. Three periods per week. 3 hours.

Ear Training and Sight-Singing, Advanced 31 (f). Work of more advanced nature in harmonic dictation, aural perception, and sight-singing. Should be taken with Harmony 33. Prerequisites, courses 21 and 22. Two periods per week. 1 hour.

Ear Training and Sight-Singing, Advanced 32 (w). Continuation of course 31. Should be taken with Harmony 34. Two periods per week. 1 hour.

Advanced Harmony 33 (f). Chromatic harmony; altered chords, and modulation. Attention paid to instrumental styles as well as choral. Prerequisites, courses 23 and 24. Two periods per week. 2 hours.

Advanced Harmony 34 (w). Continuation of course 33. Study of more modern harmonic devices. Attention to florid styles; introduces twentieth century practices. Two periods per week. 2 hours.

History of Music 35 (f). General survey of musical development correlated with other cultural factors. Includes music from early times through the period of J. S. Bach. Prerequisite, sophomore standing. Three periods per week. 3 hours.

History of Music 36 (w). Continuation of course 35, which is not necessarily a prerequisite though preferably so. From the time of Haydn to the present. Three periods per week. 3 hours.

3. APPLIED MUSIC

A. Private instruction may be arranged for piano, organ, voice, and most orchestral instruments. Two hours credit per semester may be granted for major study; one for minor. Lesson periods are thirty minutes each.

The term, major field, refers to the field of specialization, such as piano or voice. Minor field refers to a complementary field; for instance, voice majors should minor in piano. Courses in major field shall be numbered 112, 122, 212, 222. Courses in minor field shall be numbered 111, 121, 211, 221.

B. Orchestra, band, glee clubs, chorus, and other vocal and instrumental ensembles are open to all students. Arrangement of the ensembles is made according to the personnel available. One hour elective credit per semester for each activity is allowed to a maximum of eight hours. Music majors are expected to participate in one or more of the school organizations where possible.

ARTS AND SCIENCE

1. BIBLICAL LITERATURE

Life and Literature of the Old Testament 50 (f). Study in the light of historical backgrounds for present spiritual values. 3 hours.

Life and Literature of the New Testament 60 (w). Reading of each book in the light of Greek, Roman and Oriental elements in apostolic times. 3 hours.

2. ENGLISH AND SPEECH

a. COMPOSITION

English Composition and Rhetoric 1 (f and w). Study of and drill in grammar, punctuation, spelling and sentence structure. 3 hours.

English Composition and Rhetoric 2 (f and w). Prerequisite, English Composition and Rhetoric 1. Study of paragraph structure, and of exposition, description and narration. 3 hours.

Business Communications 2 (See COMMERCE).

b. LITERATURE

English Masterpieces 3 (f). No prerequisite; open to freshmen and sophomores. A study of the types of literature. 2 hours.

English Masterpieces 4 (w). No prerequisite; open to freshmen and sophomores. A continuation of the study of the types of literature. 2 hours.

English Life and Literature 11 (f). Prerequisite, sophomore standing. A survey course in English Literature from Beowulf to the Romantic Movement. 3 hours.

English Life and Literature 12 (w). Prerequisite, sophomore standing. A survey course in English Literature from the Romantic Movement to the Present. 3 hours.

Children's Literature 13 (w). Prerequisite, English Composition and Rhetoric 1 and 2. Open only to Sophomores in elementary teacher training. Survey of literature taught in elementary schools. 2 hours.

c. SPEECH

Fundamentals of Speech 5 (f and w). Training for proficiency in use of voice, in diction and stage presence. 2 hours.

Introduction to the Theatre 6 (f). Consideration of contributions to modern dramatic production by directors, actors, designers, playwrights; illustrated lectures; recordings and laboratory work. 2 hours.

Play-Production 7 (w). Practical and esthetic aspects of the amateur theatre. Principles of direction, lighting, stagecraft, make-up. 3 hours.

Introduction to Radio 14 (f). Analysis of the voice and articulations problem of each student; main emphasis on study of broadcasting as a special form of public speaking, with consideration of the problems arising from the nature of the radio audience and the conditions of radio listening. 2 hours.

Public Speaking 15 (f). Prerequisite, Fundamentals of Speech 5. Practice in preparation and delivery of impromptu, extemporaneous, manuscript and memorized speeches. 3 hours.

Argumentation and Debate 16 (f and w). The theory of argument; research and brief-making; argumentative writing; practice in forensics and debate. 3 hours.

Dramatic Interpretations 17 (f or w). Prerequisite, Fundamentals of Speech 5, or one year of high school speech, or special permission of instructor. Emphasis on artistic and creative aspects of oral reading and acting. 3 hours.

3. FOREIGN LANGUAGE

a. FRENCH

Elementary French 1 (f or w). Pronunciation, grammar, vocabulary, idioms, dictation, graded readings, and conversation. 5 hours.

Intermediate French 2 (w). Prerequisite, Elementary French 1 or two years of high school French. Intensive reading of short stories and poems, with emphasis on vocabulary building and conversation. 5 hours.

Advanced French 3 (f or w). Prerequisite, Intermediate French 2. Reading of short stories and modern plays. Practice in composition and conversation. 5 hours.

b. GERMAN

Elementary German 1 (f or w). Pronunciation, grammar, dictation, memory work, easy reading, and conversation, 5 hours.

Intermediate German 2 (w). Prerequisite, German 1. Grammar review. Reading of literary selections, memorization of poems and songs. Emphasis on the spoken idiom. 5 hours.

Advanced German 3 (f or w). Prerequisite, German 2. Poems of Goethe. Representative plays of Schiller and Goethe. 5 hours.

c. LATIN

Elementary Latin 1 (f). Beginning Latin for students who have not previously studied any Latin. Training in the elements of the language with easy reading. 5 hours.

Intermediate Latin 2 (w). Prerequisite, Elementary Latin 1 or two years of high school Latin. Connected reading of selections from Caesar's "Gallic War" with intensive study of forms and constructions. 5 hours.

d. SPANISH

Elementary Spanish 1 (f or w). Fundamentals of pronunciation, vocabulary and grammar. 5 hours.

Intermediate Spanish 2 (f or w). Prerequisite, Elementary Spanish 1 or two years of high school Spanish. Reading, conversation and composition. 5 hours.

Advanced Spanish 3 (f or w). Prerequisite, Intermediate Spanish 2, or three years of high school Spanish. Rapid reading of Spanish selections, and intensive drill in conversation and composition. 5 hours.

4. MATHEMATICS

Plane Geometry 0 (f). A short course in plane Euclidean geometry. This course is only for students not offering one unit of plane geometry for entrance. No credit for engineering students. 3 hours.

Solid Geometry 00 (w). A short course in Solid Geometry for students not offering Solid Geometry from high school. No credit

for Pre-Engineering students. 2 hours.

Intermediate Algebra 1a (w). A course in the fundamentals of algebra for those students offering only General Mathematics for entrance and others who are found to be deficient in mathematics on the entrance examination. Meets 5 hours for 3 hours credit. No credit for students offering one and one half units in algebra for entrance. 3 hours.

Introductory Course in College Algebra 1b (f or w). Prerequisite, one year of high school algebra. Review of algebraic fundamentals, followed by study of quadratic equations, variations, and a brief review of trigonometry. 5 hours for students presenting one year high school unit in algebra, 3 hours for students presenting one and one-half units in high school algebra. 3 or 5 hours.

Trigonometry 2 (f or w). Prerequisite, Mathematics 1a or 1b or 1½ units high school algebra and one year of high school plane geometry. Study of trigonometric functions and practical applications. 3 hours for students who present no high school units in trigonometry, 2 hours for students who present credit in high school trigonometry. 2 or 3 hours.

College Algebra and Trigonometry 3 (f). Prerequisite, one and one-half units in high school algebra and one-half unit in high school trigonometry. Study of advanced topics in quadratic equations, variations, progressions and trigonometric functions. 5 hours.

Analytic Geometry 4 (w). Prerequisite, College Algebra and Trigonometry 3, or General Mathematics 1 and Trigonometry 2 with a minimum grade of M. 5 hours.

Differential Calculus 5 (f). Prerequisite, Analytic Geometry 4. Fundamentals of differentiation and practical applications. 5 hours.

Integral Calculus 6 (w). Prerequisite, Differential Calculus 5. Advanced theory of differentiation and integration and functions of multiple variables. 5 hours.

Slide Rule 8 (f). A laboratory course in the technique of a log-log rule. A student may be excused if he shows satisfactory skill in the use of a rule. 1 hour.

Plane Surveying 9 (f). Prerequisite, trigonometry. An introductory course. A study of adjustment and use of surveyors compass, levels, plane table and alidade, and transit. Field work in chaining, profile and differential leveling, traverse, land survey, etc. 2 hours.

Plane Surveying 10 (w). Prerequisite, surveying 9. A study of curvilinear survey; simple triangulation; area by coordinate and D. M. D.; topographic surveys; earth works and structural survey; underground survey; city survey; etc. 2 hours.

Engineering Problems 11 (f or w). This course is included to orient the students and assist them in applying the different branches of mathematics to engineering problems. Included in the course are the use and application of exponents, logarithms, trigonometric functions, solution of triangles, laws of force and motion, mechanics, etc. 2 hours.

Technical Mathematics 12 (f or w). Study of mathematics involved in sketching, blue print reading, layout, and pattern making. 5 hours.

5 MECHANICAL DRAWING

Engineering Drawing 1 (f or w). Study of use of drawing instruments, lettering, technical sketching, tracing and blue printing. A. S. A. standards are basis for drafting conventions. 2 hours.

Descriptive Geometry 2 (f or w). Prerequisite, Engineering Drawing 1. Practical applications of principles to problems of geology and mining, and mechanical and architectural engineering. 2 hours.

Engineering Drawing 3 (f or w). Prerequisite, Engineering Drawing 1. Screw thread, bolts and nuts, detail and assembly, gear and cam design, topographical and pattern drafting. 2 hours.

6 NATURAL SCIENCE

a. BIOLOGY

General Zoology 1 (f). General survey of animal groups, followed by detailed study of one vertebrae and of representatives from other groups. 5 hours.

General Botany 2 (w). Study of structure and activities of living plants. 5 hours.

Hygiene 3 (f or w). Study of principles of personal and social hygiene, and public health. 2 hours.

General Agriculture 4 (w). Pertains to the study of plant and animal husbandry, conservation of soil and natural resources. 2 hours.

Anatomy and Physiology 5 (w). Prerequisite, General Zoology 1 with minimum grade of M. Includes study of structure of the cell, skeletal and muscular and nervous systems, and introduction to embryology. 5 hours.

b. CHEMISTRY

General Inorganic Chemistry 1 (f and w). Introduction to laws and theories of chemistry and to laboratory procedures. Three one-hour lectures per week and two two-hour laboratory periods per

week. 5 hours.

General Inorganic Chemistry 2 (f and w). Prerequisite, General Inorganic Chemistry 1 with a grade of M. Emphasis on oxidation-reduction reactions, applications of the law of chemical equilibrium, and properties of metals. Three one-hour lectures per week and two two-hour laboratory periods per week. May be taken for 5 hours credit with laboratory or for three hours credit without laboratory. 3 or 5 hours.

Qualitative Analysis 3 (f). Prerequisite, Chemistry 1 and chemistry 2 (3 hours). May be taken simultaneously with chemistry 2 lecture. Identification of metals and the more important anions. Three two-hour laboratory periods per week. 3 hours.

Quantitative Analysis 4 (w). Prerequisite, general inorganic chemistry 1 and 2. Includes both volumetric and gravimetric analysis. Five two-hour laboratory periods per week. 5 hours.

Elementary Organic Chemistry 5 (w). Prerequisite, 8 hours of college chemistry. An elementary course covering both aliphatic and aromatic compounds. Three one-hour lectures per week and two three-hour laboratories per week. 5 hours.

c. PHYSICS

Elementary College Physics 1 (f). Prerequisite, Plane Geometry. Includes study of Mechanics, Heat and Sound. 5 hours.

Elementary College Physics 2 (w). Prerequisite, Elementary College Physics 1. Includes study of Electricity and Light. Courses 1 and 2 designed for pre-medical students. 3 hours.

General College Physics 3 (f). Prerequisite, ten hours of college mathematics. Calculus should be taken concurrently. Includes study of mechanics, sound and heat. Courses 3 and 4 for pre-engineering students. 5 hours.

General College Physics 4 (w). Prerequisite, General College Physics 3. Study of electricity and light, followed by introduction to modern applications of physics. 5 hours.

Technical Science 5 (f or w). Includes study of fundamentals of mechanics, heat, electricity, gear calculations, speeds, and other operations concerning general shop. 5 hours.

7. PHILOSOPHY

Elementary Logic 1 (f or w). Sophomore standing. Study of laws of correct thinking and of scientific method. 3 hours.

Introduction to Philosophy 2 (w). Inquiry into such problems as the nature of truth, goodness, beauty and the nature of the universe and of human nature. 3 hours.

8. PSYCHOLOGY

General Psychology 1 (f or w). Principles which control individual human behavior. 3 hours.

9. SOCIAL SCIENCE**a. GEOGRAPHY**

Introduction to Geography 1 (f or w). Study of climate and natural resources, and modification of the earth's surface by internal and external forces, and their effects on populations. 3 hours.

b. HISTORY

Ancient History 1 (f). Survey of the early civilizations in Egypt, Mesopotania, Palestine and Asia Minor, followed by a survey of the development of Rome through the imperial period. 3 hours.

Medieval History 2 (w). Survey of developments in Europe from the fall of the Roman Empire to the discovery of America. 3 hours.

Modern European History 3 (f). Study of growth of nations, and cultural and political developments from 1492 to 1815. 3 hours.

Modern European History 4 (w). Study of developments in Europe from the Congress of Vienna to the present. 3 hours.

American History 5 (f and w). Survey of political, economic and social developments in the United States of America. 5 hours.

Contemporary Europe 6 (f and w). Survey of problems confronting European society since the war of 1914-1919. 3 hours.

c. POLITICAL SCIENCE

General Economics 8 (f and w). Prerequisite, sophomore standing. A study of the price and value aspects of human activities and institutions. 5 hours.

State Government 10 (f and w). Study of the formation and structure of state government and its relationships with local government. 2 hours.

Government of the United States 11 (f and w). Study of the formation and structure of the Federal Constitution, and of governmental structure in the United States of America. 3 hours in f or w; 2 hours in s.

International Relations 12 (f or w). Study of the theory of International relations with emphasis upon developments since 1919. 3 hours.

d. SOCIOLOGY

General Sociology 1 (f or w). Study of forms of human association, with special attention to movements to improve human life. 3 hours.

The Family 50 (w). Study of factors which make or mar homes, and of ways to promote better homemaking. 3 hours.

PHYSICAL EDUCATION

Plays and Games 1 For Women (f and s). Activities suitable for the playground, recreation centers, elementary and secondary schools. This course will not substitute for Physical Education. 2 hours.

Plays and Games 2, For Men (f). Activities suitable for the playground, recreation centers, elementary and secondary schools. This course will not substitute for Physical Education. 2 hours.

REQUIRED COURSES

All men and women students are required to take courses in physical education throughout the first and second years.

1-2 Required Course, Freshmen Men (f, w, and s). Two periods each week. The activities offered will be decided by the instructor. Required Credit.

3-4 Required Course, Freshmen Women (f, w, and s). Two periods each week. The activities offered will be decided by the instructor. Required Credit.

5-6 Required Course, Sophomore Men (f, w, and s). Two periods each week. A continuation of 1-2. Required Credit.

7-8 Required Course, Sophomore Women (f, w, and s). Two periods each week. A continuation of 3-4. Required Credit.

VOCATIONAL EDUCATION**1. AUTO MECHANICS**

Automotive 1 (f). Automotive machines. $7\frac{1}{2}$ hours.

Automotive 2 (w). Automotive fundamentals, particular attention to chassis and power transmission. $7\frac{1}{2}$ hours.

Automotive 3 (f). Automotive ignition. $7\frac{1}{2}$ hours.

Automotive 4 (w). Automotive maintenance. $7\frac{1}{2}$ hours.

Automotive 5 (f). Automotive body and fender instruction with emphasis on the straightening of fenders, frames, chassis. $7\frac{1}{2}$ hours.

Automotive 6 (w). Specialization in the preparation of the car for painting, and repair of upholstering. 7½ hours.

2. JOINERY

Joinery 1, 2 (f and w). Instruction in care of tools, with practice in simpler operations. Construction of school furniture. 7½ hours.

Joinery 3, 4 (f and w). Special instruction and practice in use of power tools, in making cost estimates, blue print reading, and in wood finishing. 7½ hours.

Building Estimating 5 (f or w). Includes study of estimating material cost and labor costs and requirements. Organized if sufficient demand. 5 hours.

3. MACHINE SHOP

Machine Shop 1 (f). Lathe instruction, including the use of measuring lathe, use of bench tools. 7½ hours.

Machine Shop 2 (w). Milling machine, specialized instruction in slab milling gear cutting, jigs and fixtures construction, and use of the dividing head. 7½ hours.

Machine Shop 3 (f). Shaper and drill press instruction. Instruction will be given on the Universal tool grinders. 7½ hours.

Machine Shop 4 (w). Grinding instruction including internal, external, surface centerless grinding. 7½ hours.

Machine Shop 5 (f or w). Special machines which include turret lathe operation, gear hopper, and gear shaper, with some attention toward tool making. 7½ hours.

4. SHEET METAL

Sheet Metal 1 (f). Instruction in the care and use of tools in the simplest operations. 7½ hours.

Sheet Metal 2 (w). Practice on a variety of small projects leading toward specialization. 7½ hours.

Sheet Metal 3 and 4 (f and w). Specialization in general jobbing, general sheet metal, and heating and ventilation. 7½ hours.

5. WELDING

Welding 1 (f). Acetylene welding. Instruction in the use and care of equipment on various metals and alloys. Special attention is given to planning and layout of welding jobs. 7½ hours.

Welding 2 (w). Electric welding. Instruction in the use and care of equipment and welding on various types of metals and alloys. Special attention is given to planning and layout of welding jobs. 7½ hours.

6. GENERAL METALS

General Metals 1 and 2 (f and w). Designed for students desiring an overall experience in Machine Shop, Sheet Metal, and Welding, a proportion of time being spent in each shop. Organized if sufficient demand. 7½ hours.

